

Statement of Duties

Department of Premier and Cabinet

As at 2 August 2024

Position title:	Program and Events Officer
Position number:	002018
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream Band 4
Division/branch/section:	Office of the Secretary
Full Time Equivalent (FTE):	1.00
Location:	Hobart
Employment status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Manager, Protocol

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

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Division profile:

The Office of the Secretary (OTS), reports directly to the Secretary and provides a critical service in supporting the dual roles of the Secretary of DPAC and the Head of the State Service (HoSS). It and administers key programs, processes and services for DPAC's internal clients, DPAC governance bodies, Cabinet, the Premier and Ministers. The Division also fulfils whole of government advice and coordination roles.

The Protocol Office is responsible for State Funerals, the [Tasmanian Government Long Service Recognition Program](#), delivery of key events including the Australian of the Year Awards, coordination of the Tasmanian Government Exhibit and Official Diplomatic and Consular visits, as well as those by Royalty and/or Heads of State and other visiting dignitaries. We also administer the State's representation on the Council for the Order of Australia and the Australian Bravery Decorations Council.

Position objective:

The role is responsible for assisting in the effective delivery of the work of the Protocol Office. This includes supporting ad hoc programs and events, and the delivery of specific events and projects within overarching programs.

Duties:

1. Support the planning and delivery of events and programs of strategic importance, including, but not limited to, the National Australia Day Program and events, and government exhibits at Agricultural Shows. This involves specific coordination within DPAC, with other departments and external organisations.
2. Assist in delivering strategic programs within the Department relating to the DPAC Values, and the Strategic Plan.
3. Prepare briefing papers, reports, correspondence, speeches, media releases, promotional material and other material as required, including developing and implementing communication strategies.
4. Provide administrative support for Programs delivered by the Protocol Office (and more broadly across the Division when priorities require this).
5. Liaise with internal and external stakeholders, including the Office of the Governor, the Premier's Office and Ministerial Offices, Executive staff, consultants, creative agencies and members of the public.

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6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility

Under the direction of Manager, Protocol, and in consultation with the Senior Programs and Events Officer, set work priorities and exercise initiative and judgement to effectively achieve tasks within agreed timeframes.

The Program and Events Officer will be expected to operate with a high degree of autonomy and independence in day-to-day operations. Meeting deadlines, revising priorities and exercising discretion and initiative are requirements of the position. This includes answering stakeholder queries and making decisions at events when the Senior Officer is not available.

Regular liaison with other Division members, the DPAC executive, business unit managers and employees, other Government agencies and external organisations, under direction, will be required.

Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

Reporting structure:

The position reports to and works under the broad direction of the Manager, Protocol, with daily guidance from the Senior Program and Events Officer.

A high degree of independence of action and autonomy in day-to-day activities in accordance with Government and Department policies, practices and procedures.

Important documentation, including correspondence, briefing papers and reports, are to be cleared by the Manager, Protocol.

Due to the nature of the role, out of hours work will be required. On-call and availability allowances are available.

Selection criteria:

1. Excellent knowledge and experience in event planning and delivery.
2. Sound understanding of the social, political and organisational environment in which government agencies operate and deliver services, and an understanding of the Department of Premier and Cabinet's role as a central agency.
3. High level interpersonal skills including oral communication, consultation, negotiation and conflict resolution skills, with an ability to engage with stakeholders outside the Agency, including members of the public.

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4. Proven project and organisational skills, including the ability to prioritise workload, manage multiple tasks and meet tight timeframes.
5. Proven ability to work effectively as a member of a team.
6. Proven ability to draft routine correspondence, minutes of meetings, reports for senior management and quickly and accurately produce complex documents that are clear, accurate and concise, including the ability to reformat and proof read documents.

Desirable requirements:

Desirable, but not mandatory, requirements are:

- A current motor vehicle driver's licence.
- Ability to work outside normal business hours in the lead up to and delivery of some events.

Essential requirements:

- Nil

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work.

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There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.