

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project Manager - Strategic Projects
Position Number:	529181
Classification:	General Stream Band 8
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Office of the Secretary
Position Type:	Permanent/Fixed-Term, Full Time/Part Time
Location:	South
Reports to:	Associate Secretary
Effective Date:	March 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Satisfactory completion of an appropriate course of study from a recognised tertiary institution.
Position Features:	While the role is office based, some intra and interstate travel is required.

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Project Manager - Strategic Projects will provide specialist advice regarding strategic and policy issues impacting on a project or projects coordinated centrally by the Strategic Projects unit.

Lead and facilitate projects of strategic importance across the Department of Health (DoH), and partner organisations as appropriate.

Provide strategic leadership, direction, and support for the implementation of strategic projects.

Duties:

1. Provide specialist advice and management support to the Associate Secretary and Health Executive, providing leadership, direction, and support to staff in relation to policy, strategy, service planning and project initiatives.
2. Provide high level expert and authoritative advice to Agency and whole-of-Government stakeholders including the Minister, Secretary, Health Executive and other Agencies on a range of issues associated with the reform of Tasmania's Department of Health.
3. Effectively manage the delivery of high-level project and program components associated with the reform of the health systems in Tasmania to effect change in a structured and formalised manner.
4. Provide guidance and project management advice to the Strategic Projects unit and to staff across the DoH, including the preparation of project reports at a senior level.
5. Lead and implement flexible and innovative human, physical and financial resource management practices for the effective and efficient use of allocated budgets as directed.
6. Prepare a range of high-level written material, including submissions, briefings and ministerial correspondence within required timeframes.
7. Represent the Department of Health as requested to promote health reform within Government, and at committees, meetings and stakeholder forums.
8. Establish and maintain strong and effective communication and consultative mechanisms with the Agency and Government to negotiate and deliver health reform initiatives.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. 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.

Key Accountabilities and Responsibilities:

The Project Manager - Strategic Projects is required to manage the operational requirements of the assigned project, including responsibility for human resource and financial management. The duties of this position are undertaken with a significant degree of autonomy, receiving only general guidance from the Associate Secretary and Health Executive. The role requires that the highest standards of quality, accuracy and timeliness of advice are maintained and that decision making reflects effective and efficient use of DoH resources. The occupant will:

- Provide leadership, support and direction to the project team.
- Provide strategic and policy advice which will contribute to the strategic direction of the DoH, and health and human services systems more broadly.
- Represent the Associate Secretary and the DoH in negotiations relevant to the project.
- Be responsive to changing and competing priorities and may be required to work outside of normal business hours.
- Demonstrate a high level of initiative in identifying issues and initiating appropriate action.

- 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.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Highest level project management skills with a proven understanding of, and ability to exercise, contemporary project management, business process and general management practices to achieve project outcomes, together with proven knowledge and experience in the running of large Government projects that have included the management of complex stakeholder groups.
2. Very high-level leadership ability with a demonstrated understanding of the political, social, cultural and organisational environment affecting Government and the Agency, and the capability to develop business strategies to maximise opportunities as they arise.
3. High level experience in and proven ability to manage human, financial and physical resources and the demonstrated ability to foster a productive and supportive team environment through the application of contemporary management practices and monitor and evaluate the team's effectiveness and efficiency.
4. High level interpersonal and oral communication skills, including the proven ability to negotiate and manage conflict, develop effective partnerships, and represent the Government and Agency to identify and explain acceptable solutions in situations of differing interests.

5. Highly developed written communication skills including the ability to produce information that is readily understandable to non-specialists and experience in preparation of detailed briefs and project reports.
6. Highly developed strategic, conceptual, analytical, and creative skills with a demonstrated ability to undertake high level diagnosis and analysis and to adapt, be flexible and broker solutions to achieve the desired outcomes in a complex multi-stakeholder environment.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health 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 upholds the *Australian Charter of Healthcare Rights* in our practice and 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. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#)