

The Department of Justice

Aim

A safe, fair and just Tasmania.

Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system
- protecting and respecting rights
- improving laws
- influencing positive behaviour and enforcing responsibilities

Visit the [Department of Justice website](#) for more information.

Working at Justice

State Service Principles and Code of Conduct

Employment in the State Service is governed by the [State Service Act 2000](#). Both employees and officers are required to uphold and comply with the [State Service Principles \(Section 7\)](#) and the [Code of Conduct \(section 9\)](#). Officers and Employees who are found to have breached the Code of Conduct may have sanctions imposed.

Our Values

At DoJ we are a values based Agency. We aim to attract, recruit and retain people who uphold our values. We actively work each day to support and encourage our people to uphold our values.

We act with **Integrity** **Respect** **Accountability** Our workplaces are **Inclusive** **Collaborative**

Safe Workplaces

All employees are expected to contribute to maintaining safe working conditions and practices. They are expected to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training, be aware of their rights and responsibilities under the Tasmanian [Anti-Discrimination Act 1998](#) and contribute to the elimination of workplace harassment and discrimination.

We have a zero tolerance to violence, including violence against women and any form of family violence. We take an active role in supporting employees and their families and are committed to providing a workplace that promotes their safety and provide the flexibility to support employees to live free from violence.

Smoking is prohibited in State Government workplaces and vehicles.

Health, Safety and Wellbeing

We are committed to promoting, achieving and maintaining the highest level of health, safety and wellbeing for our people. Every one of us is responsible for health and safety. We must work safely,

protect the safety of other people and think about how our actions affect the safety and wellbeing of others in the workplace.

All employees are expected to participate in maintaining safe working conditions and practices in accordance with the [Work Health and Safety Act 2012](#).

We recognise the benefits of a healthy workplace. Our Wellbeing Program has been implemented to improve and support the wellbeing of our people. The program consists of a range of initiatives and activities which support wellbeing, including: health checks, online health assessments, flu vaccinations, step challenges and training.

Diversity and Inclusion

We are committed to providing a diverse and inclusive workplace, enabling our people to reach their full potential. We recognise the strengths that diversity brings to both our work teams as well as to the Tasmanian community in our provision of services.

Our Agency offers inclusive and flexible work options including workplace adjustments to enable every employee to fully engage and excel in their role.

Developing our People

Our people are expected to participate actively and constructively in performance development conversations. Both managers and employees have a responsibility to ensure they engage in regular performance development discussions. We recognise that performance development conversations are integral to an engaged and high performing workforce and where all our people have an opportunity to utilise their strengths in contributing to agency objectives and continuously improving and developing their skills, knowledge and experience.

Divisional Information – Office of the Secretary

The Office of the Secretary provides administrative leadership to all areas of the Department, coordinates administrative functions and activities and manages designated projects.

The Office is also responsible for:

- high level executive support to Agency Executive members
- coordinating the Department's business planning and quarterly reporting processes
- reporting on the Department's responsibilities against a number of major Government priorities, reports and action plans
- liaison with other government agencies on whole of Government issues
- the provision of Ministerial services, including the management of correspondence, Question Time and Budget Estimates briefing processes
- policy support in relation to corrections issues and Tasmania's legal assistance sector
- the Department's responsibilities under the *Right to Information Act 2009*
- the management and administration of board, tribunal and statutory appointments, including the appointment and management of Tasmania's Justices of the Peace