

# Department of State Growth

## Statement of Duties

---

<b>Position Title:</b>	Project and Assets Consultant
<b>Position number:</b>	005525, 005672
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 6
<b>Division/branch/section:</b>	Business Services / Risk and Resource Management
<b>Location:</b>	Hobart
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Property and Facilities

---

### Position Objective

- Effectively manage the day-to-day operations of the department's property portfolio, including managing significant property related projects and assets, whilst ensuring legislative compliance across all relevant codes and standards.

### Major Duties

- Develop and manage the State Growth property management framework whilst providing advice and support across the department's Statewide property portfolio in the areas of facilities, property, and asset management. Including lease development coordination and management.
- Inform and implement property and asset management, improvement, and day-to-day management strategies, as well as risk identification and mitigation as required.
- Ensure legislative compliance across the property portfolio in relation to statutory maintenance, work, health and safety compliance, contractor management, emergency management and accessibility.
- Initiate, develop, and deliver project management services for major and minor property, facilities, and fleet related projects and works, and manage complex change management projects, with a focus on office relocations, redevelopments, fit outs, and business improvement.
- Plan, procure, manage, and oversee works relating to property and facilities contracts, (including statutory and essential maintenance). Liaise and work with external consultants and contractors to deliver effective maintenance services to the department's property portfolio.
- Support the Department's commitment to emergency preparedness by participating in emergency planning, response, and other incident teams.

- Manage the development, implementation, and review of a range of property and facilities policies, procedures, strategic plans, systems, and practices to facilitate continuous business improvement that aligns with strategic and operational objectives of the department.

### **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

Under broad direction of the Manager Property and Facilities this role is responsible for the completion of assigned duties and effective delivery of operational processes.

This role will have a strong focus on business improvement to achieve better outcomes to the department.

The occupant of this position will provide general direction, and guidance to less qualified or experienced associates in the specific discipline or area of expertise.

The occupant is expected to form strong working relationships and partnerships with diverse stakeholders, both internal and external in the delivery of business outcomes.

The occupant is expected to be self-managing day-to-day, operate with general guidance, use initiative to make timely and accurate decisions and resolve issues, where required.

### **Selection Criteria (Knowledge and Skills):**

- Proven knowledge and experience in asset and property management (including, in the application of statutory legislation), procurement, and contract management and/or the capacity to acquire an in-depth knowledge.
- High level investigative, research, planning, analytical and problem-solving skills with an ability to identify, plan and implement innovative solutions, through proven project management, to projects of varying complexity and priority with significant and competing demands.
- Demonstrated capacity to plan, organise, schedule, and deliver, individual outputs and those of a team, within set timeframes to achieve results particularly in a changing environment, whilst working as a productive team member, mentor, and supervisor.
- Demonstrated high level interpersonal and communication skills demonstrating an ability to provide clear and authoritative oral and written advice, reports, and recommendations for complex activities that are understood and accepted by others.
- Demonstrated ability to lead and manage change in a complex environment, through effectively liaising with internal stakeholders, specialists, and senior staff to negotiate outcomes that meet specified requirements and needs.

### **Position Requirements**

#### ***Pre-employment***

- *Nil*

### **Essential**

- Nil

### **Desirable**

- *Qualification in a relevant discipline*
- *Ability to work on-call after hours, as required*

## **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))