

## Tasmanian Prison Service

### Statement of Duties – July 2018

<b>Title</b>	Executive Officer
<b>Number</b>	355597
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 4
<b>Output Group</b>	Corrective Services
<b>Full Time Equivalent</b>	1.0 FTE
<b>Division</b>	Tasmania Prison Service
<b>Branch</b>	Directorate Office
<b>Supervisor</b>	Manager, Directorate Office
<b>Direct Reports</b>	Nil
<b>Location</b>	Risdon Prison
<b>Terms of Employment</b>	Fixed term, Full Time, until 19 October 2019. Some intrastate travel may be required.
<b>Position category and funding</b>	Cost code: A690

## 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.

## Divisional Information

The mission of the Tasmania Prison Service (TPS) is to contribute to a safer Tasmania by ensuring the safe and secure containment of inmates, and providing them with opportunities for rehabilitation and personal development.

To provide prison services of the highest quality that has the confidence and understanding of the Tasmanian Community.

More information about the Tasmania Prison Service and the operations of the department are available on its [website](#).

## About the position

### Objective

The objective of this position is to provide high-level executive support to the Manager Directorate Office and to undertake research, analysis and policy development.

### Duties

- Undertake research and analysis to assist in the preparation of briefing notes and other documents.
- Prepare a high standard of written work including briefing notes, correspondence and staff bulletins.
- Contribute to the preparation, implementation and review of policies, procedures and other corporate documents.
- Investigate and respond to enquiries and complaints.
- Build and maintain effective partnerships with internal and external stakeholders.
- Manage electronic diaries and make travel arrangements.
- 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 jobs at this classification level.

### Level of responsibility

- Discretion and choice in selecting the most appropriate method for completing the allocated task is expected and encouraged.
- Exercise of independent judgement to resolve complex issues.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

### Direction and supervision received

- This position reports to the Manager, Directorate Office. The incumbent is expected to work under general supervision and to use initiative and exercise discretion in resolving non-standard issues.

## Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. A thorough understanding of TPS policies, practices and legislation or demonstrated ability to acquire such understanding within a reasonable timeframe.
2. Experience in the preparation of accurate, complex and concise written documents in accordance with strict deadlines and specific requirements.
3. Demonstrated ability to undertake research, analysis and report writing, and a proven ability to use current office technology effectively to support work practices.
4. Well-developed communication and negotiation skills and a demonstrated commitment to confidentiality.
5. Proven capacity to interact effectively with a diverse range of stakeholders and to work both independently and as part of a team.
6. Demonstrated co-ordination and organisational skills including the ability to set priorities, manage competing tasks, operate effectively under pressure and adapt to change.

## Working environment

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). In particular the expectations are as follows:

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

## Requirements

### Essential requirements

- Nil

### Desirable requirements

- Nil

## Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
  - Arson and fire setting
  - Violent crimes and crimes against the person
  - Sex-related offences
  - Drug and alcohol related offences
  - Crimes involving dishonesty
  - Crimes involving deception
  - Making false declarations
  - Malicious damage and destruction to property
  - Serious traffic offences
  - Crimes against public order or relating to the Administration of Law and Justice
  - Crimes against Executive or the Legislative Power
  - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.