

# Assistant Director, Strategic Property Projects

## Statement of duties

Position number	724488
Location	Hobart
Division	Budget and Finance
Branch	Procurement and Property
Section	Property and Facilities
Award	Tasmanian State Service Award
Classification	General Stream, Band 8
Immediate supervisor	Director, Procurement and Property
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch are to:

- provide advice on and manage the Government's procurement policy;
- administer government common use contracts;
- minimise the cost of risk to government agencies through the Tasmanian Risk Management Fund;
- administer the Treasury office portfolio;
- manage the parliament square development project; and
- manage the Government's Major Property Sales Program and Office Accommodation leases.

## Position objective

The Assistant Director, as a senior member of the Procurement and Property Branch, will:

- manage strategic property projects identified by the Government including the divestment of the Treasury complex;
- contribute to the achievement of corporate objectives through the provision of authoritative advice to the Government and agencies in relation to strategic property projects; and
- assist with the management of the Branch to deliver effective and efficient project management, including the development and implementation of project plans which will include project time, cost and quality management, issue management, and project tracking and reporting.

In the context of the selection criteria, to be successful in the position applicants will have:

- demonstrated high level project management and project delivery skills, including the demonstrated ability to successfully lead and manage complex projects; and
- demonstrated high level experience and skills in project management activities including but not limited to stakeholder communication, management and negotiation, project governance, project planning, change management, vendor management, human resource management, project issue identification, tracking and resolution, and benefits realisation.

## Primary duties

The Assistant Director, Strategic Property Projects' primary duties include:

- developing and implementing project plans for strategic property projects including project planning and implementation, consultant and contractor management, procurement, project time, cost and quality management, issue management, and project tracking and reporting;
- establishing, maintaining and developing effective relationships with project stakeholders including undertaking high level negotiations in relation to strategic property projects;
- coordinating business change tasks;
- providing leadership and support to staff, including any additional allocated project team staff;
- representing the Department in high level external forums;
- providing high-level advice and project status reports to stakeholders and steering committees regarding project issues; and
- contributing to the development and implementation of appropriate quality assurance activities, including the review of project outputs and outcomes.

## Level of responsibility, direction and supervision

The Assistant Director, Strategic Property Projects will operate with considerable autonomy according to government policy and broad corporate objectives. This Assistant Director, Strategic Property Projects leads a complex functional or program unit and develops program strategies, policies and operational approach. The outcomes of the functional or program activities have a direct and significant effect on the achievement of organisational objectives. The Assistant Director, Strategic Property Projects manages stakeholders and employees, and requires significant management skills and expertise to promote co-operation, teamwork and understanding in undertaking demanding and complex work.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Selection criteria

*Please address the selection criteria in the context of the position objective and the primary duties required for this position, as it is against these criteria that all applicants will be assessed on merit.*

### 1. Communication

Demonstrates capacity to: prepare written material to final standard, and assist others to prepare final material; clearly articulate highly complex and difficult issues to staff and stakeholders; and represent Treasury at a senior level to influence outcomes both internally and externally on complex matters.

### 2. Output management

Demonstrates capacity to: define, plan, schedule and deliver work for area of responsibility; monitor work unit output to ensure effective client focus and achievement of desired outputs; use appropriate delegation to ensure ongoing development and sustainability of the work unit; and identify improvements to work unit functions and organisational efficiency.

### 3. Conceptual, analytical and judgement

Demonstrates capacity to: identify, define and develop options and recommendations for complex policy and program delivery, and recommend solutions to unusual or emerging problems; consistently make good decisions on complex policy and program delivery within a functional area using limited information, while under pressure; and provide definitive advice and recommendations directly to Head of Agency.

### 4. Leadership and people skills

Demonstrates capacity to: lead, motivate, coach and gain co-operation of others across Treasury in achieving complex objectives at the Branch, Division and Departmental levels and improve established methodologies; take responsibility for resolving conflicts in relation to the broad functional area and uses networks to obtain results; and model a high standard of professional and ethical behaviour that aligns with and promotes Treasury's values.

### 5. Technical and professional\*

Demonstrates highly developed knowledge, expertise, skill and ability, in relation to the role.

*The above selection criteria are weighted equally for assessment purposes.*

#### \* Qualifications and requirements

Highly desirable - completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: James Craigie

Date: 25/07/2018

For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).