

Statement of Duties

Department of Premier and Cabinet

As at 2 August 2024

Position title:	Senior Programs and Events Officer
Position number:	003393
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Office of the Secretary/ Executive and Government Services
Full Time Equivalent (FTE):	1.0
Location:	South
Position status:	Fixed Term
Ordinary hours per week:	36.75
Supervisor:	Manager, Protocol

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

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Division profile:

The Office of the Secretary (OTS), reports directly to the Secretary and provides a critical service in supporting the dual roles of the Secretary of DPAC and the Head of the State Service (HoSS). It administers key programs, processes and services for DPAC's internal clients, DPAC governance bodies, Cabinet, the Premier and Ministers. The Division also fulfils whole of government advice and coordination roles.

The Protocol Office is responsible for State Funerals, the [Tasmanian Government Long Service Recognition Program](#), delivery of key national events including the Australian of the Year Awards, coordination of the Tasmanian Government Exhibit and Official Diplomatic and Consular visits, as well as those by Royalty and/or Heads of State and other visiting dignitaries. We also administer the State's representation on the Council for the Order of Australia and the Australian Bravery Decorations Council.

Position objective:

Plan and implement complex key events that represent and celebrate Tasmania and the Tasmanian community, such as the Tasmanian Australian of the Year Awards and associated events with the Australia Day Program. Manage projects such as the Tasmanian Government Exhibit at Agricultural Shows.

Provide specialist, authoritative and consultative advice to external stakeholders, including senior management, other Tasmanian Government agencies and major stakeholders for projects and programs.

Shifting priorities within a dynamic and fast paced environment are frequently a feature. Deadlines may result in having to work outside normal working hours and outside usual accountability structures.

Duties:

1. Deliver projects and programs of strategic importance, including the National Australia Day program and events, and involving diverse activities including coordination with other jurisdictions, the management of contracts, preparing media communications and undertaking community liaison.
2. Work with a range of external clients and stakeholders to deliver complex, high-profile events and programs, including liaison with creative agencies, contractors and photographers as required.
3. Using project management methodology, plan and deliver projects and events by coordinating with business units and liaison with a diverse range of stakeholders, ensuring a clear, shared understanding of requirements and adherence to protocols.

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4. Actively manage any budget and resources associated with the delivery of events, programs and projects in line with department policy and procedures.
5. Provide authoritative events and communications advice and guidance to stakeholders, Premiers Office, Manager of Protocol, DPAC Executive and agency managers and staff.
6. Provide assistance and support in the delivery of the State Protocol Offices services and projects including official visits and provide high quality protocol advice as required.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, which are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of responsibility:

In consultation with the Manager, the Senior Program and Events Officer is responsible for the efficient and effective delivery of the position objectives.

The Senior Program and Events Officer will set work priorities with a significant degree of independence of action and autonomy, to effectively achieve tasks within allocated resources and agreed timeframes.

Meeting deadlines, revising priorities and exercising discretion and initiative are requirements of this position. Deadlines may result in the Senior Program and Events Officer having to work outside of usual accountability structures.

The incumbent is responsible for reporting to the National Australia Day Council as the Tasmanian Australia Day Network representative.

The incumbent will 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.

Reporting structure:

Reports to and works under the broad direction of the Manager Protocol exercising a significant degree of independence of action and autonomy.

Due to the nature of the role, out of hours work may be required. On-call and availability allowances are available.

Selection criteria:

1. Significant knowledge and experience in event and program planning and delivery, with well developed project management and organisational

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skills, including the ability to prioritise workload, manage multiple tasks and tight timeframes and manage budgets.

2. Excellent written communication skills, including proven capacity to write in a variety of formats and styles in a way that is logical, persuasive and understandable to a wide range of internal and external audiences.
3. Highly developed research, analytical and problem-solving skills, including the capacity to think strategically and creatively to identify priority issues and develop solutions.
4. Well-developed interpersonal skills, with the ability to work effectively and collaboratively, to liaise, consult and negotiate, lead productive discussions, influence decisions and resolve and avoid conflict.
5. The ability to confidentially manage sensitive processes to a high standard, coupled with demonstrated leadership and electronic data management experience.
6. Proven attention to detail, initiative and flexibility with the ability to be adaptable in order to achieve results in an environment of pressure, ambiguity and change.

Desirable requirements:

- A degree or tertiary qualification; or background in journalism, communications or event coordination and professional experience in either field.
- Ability to work outside normal business hours in the lead up to and delivery of some events.
- A current motor vehicle driver's licence.

Essential requirements:

Nil.

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family

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violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

The Department is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. The Department values the unique experiences, knowledge, and skills that our employees bring to their work.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

The Department of Premier and Cabinet 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 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.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

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If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.