

Department of State Growth

Statement of Duties

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| Position Title: | Administrative Assistant |
| Position number: | 706187 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | General Stream Band 2 |
| Division/branch/section: | Cultural and Tourism Development / Operations and Client Engagement |
| Location: | Hobart |
| Employment status: | Flexible |
| Supervisor: | Team Leader Operations and Client Engagement |

Position Objective

Provide a range of clerical, administrative, financial support and stakeholder contact duties and co-ordination services to support the functions of the Cultural and Tourism Development Division.

Major Duties

- Support the functions of division business units in relation to the development of funding agreements, grants, payments, invoices, credit card payments, travel expenses and manage workflow to ensure timely action of such functions.
- Assist with the general operational administration activities such as document creation, word processing, diary management, scheduling meetings, document version control and management of division's Records Management profile
- Assist with contract acquittal tracking through the use of SmartyGrants Grants management software, Finance One and Records Manager.
- Respond to customer telephone enquiries, and email information requests to appropriate areas of the division.
- Respond to and process COLLECT Arts Loan Scheme applications and liaise with scheme arts businesses and Loans and Grants Administration to ensure the prompt and efficient processing of loans and provision of funds to arts businesses.
- Assist in the setup of new grant rounds, forms and supporting documentation within SmartyGrants and work closely with team members to set up electronic document management, e-signatures and other tools which support the achievement of the division's goals.

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

This position reports to the Team Leader, Operations and Client Engagement

The occupant is directly responsible for the timely and accurate completion of all given tasks, the achievement of set outcomes and the exercise of initiative, tact and discretion whilst maintaining confidentiality at all times.

The occupant is expected to comply with relevant Occupational Health & Safety legislation and departmental policies and guidelines relating to this position, including but not limited to; Treasurer's Instructions, Freedom of information, privacy and financial management legislation, business unit and divisional strategy documents and internal administrative processes.

The Administration Support Officer will receive broad operational direction from the Team Leader, Operations and Client Engagement and overall strategic direction and performance management from the Manager, Operations and Client Engagement to assist in completing and prioritising tasks and is responsible for administrative functions within the unit and the associated daily operational tasks.

Selection Criteria (Knowledge and Skills):

1. Excellent administrative skills with a capacity to act independently within established guidelines, using discretion and sound judgement.
2. Proven organisational and time management skills, with demonstrated capacity to complete assigned tasks according to set priorities and the ability to manage competing workload priorities.
3. Good interpersonal, communication and relationship building skills with a strong customer service focus.
4. Demonstrated knowledge of MS Office, Records Manager (TRIM), SmartyGrants or similar grants management software, Finance One or the proven ability to acquire such knowledge.
5. Knowledge and experience of financial and accounting processes in a public sector environment.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Nil

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).

Cultural and Tourism Development Division

As one of four divisions within the department, the Cultural and Tourism Development Division is comprised of business units relating to specific work areas – Arts (Arts Tasmania) Screen (Screen Tasmania) Events (Events Tasmania) Hospitality and Tourism Supply-side support. The Tasmanian Museum and Art Gallery (TMAG) makes up a significant proportion of the division and is overseen in partnership with the TMAG Trustees. Centralised administration, policy, communications and IT support is provided to the business units through the Operations and Client Engagement unit. The principal objectives of the division are:

- 1) Industry Growth – leading to improved economic performance and increased jobs.
- 2) Brand – significant contributor to Tasmanian identity both locally, nationally and internationally.
- 3) Tourism – contribute to both supply and demand aspects of the tourism industry.
- 4) Attraction – contribute positively to the quality of life of Tasmanians through providing a range of activities that encourage social participation.

The business units making up the division have specific communities of practice (sectors) and relationships, which support policy development, industry development and funding attraction from private and other government sources.