

Office of the Secretary

Assistant Director Corrections – Statement of Duties

Objective

The position contributes to the provision of high level strategic policy advice on issues relating to the Department's complex policy projects and at times, legislative projects, with regard to Corrective Services and reporting to the Deputy Secretary, Corrective Services.

Duties

- Provide strategic support and advice to the Deputy Secretary, Corrective Services on operational policy development.
- Effectively manage major policy and legislative projects relevant to Corrective Services, ensuring the achievement of key Government and Departmental strategic objectives, ensuring project deadlines are met.
- Conduct high level research and analysis relating to policy and legislation administered in Corrective Services, providing appropriate recommendations and solutions.
- Provide effective leadership to ensure projects are developed and delivered in the best interests of the State and in line with Government policy.
- Undertake high level consultation and negotiation with stakeholders, other jurisdictions, Agencies, Branches and Divisions.
- Develop high-level policy advice to Government on specialist matters relevant to the Department, including advice on relevant State and National issues (e.g. OPCAT, Justice Policy Partnership, Closing the Gap).
- Prepare high level reports and briefings for the information and decision of the Minister, Secretary, Deputy Secretaries and other relevant persons in regard to policy and legislation, including the review of legislation.
- Represent the Deputy Secretary on committees, working groups and other forums at both state and national level.
- Coordinate responses to requests for information in relation to Tasmanian Corrective Services from government and non-government stakeholders.
- Provide oversight and direction in relation to the management of civil claims.

Level of responsibility

- The occupant will be responsible for the effective management of complex interrelated projects, managing priorities and providing leadership to ensure that agreed outcomes are met.
- The occupant is expected to provide strategic advice on Corrective Services policy and legislation, and the effective management of assigned tasks.
- Briefing the Minister and senior management of the Department on policy and operational matters is to be expected.
- The position requires the periodic review of work areas to assess the WHS aspects of work done. It requires the review of hazard and incident reports, ensuring timely follow up and close out of actions and is to overview the risk assessment processes for activities undertaken.
- The occupant is to ensure the efficient and effective management of work health, wellbeing and safety for the areas of responsibility in accordance with the WHS requirements in the WHS Act.
- Our values are that we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. The occupant is responsible for contributing to our values based workplace culture, leading teams in a values based manner, ensuring teams uphold the values and role modelling the values.

Direction and supervision received

- The position reports to the Deputy Secretary, Corrective Services.
- The position is responsible and accountable for providing high-level expert advice to Deputy Secretaries, the Secretary, Minister and Government.
- The Assistant Director Corrections receives broad policy direction from the Deputy Secretary and is expected to work with a high degree of independence and autonomy in the determination of strategies, priorities, work standards and allocation of resources within areas of responsibilities.
- The occupant will be expected to exercise independent judgement and initiative in managing the various functions of the position.

Selection criteria

1. Demonstrated high-level expertise and thorough understanding of the processes involved in development and review of policy and legislation and an appreciation of the political and social context in which the Department operates.

2. Proven ability to lead and coordinate large or complex projects, particularly in a criminal justice and corrections context to deliver desired outcomes.
3. High level strategic, conceptual, research, analytical, writing and creative skills, and the ability to develop and formulate proposals and make sound judgments.
4. High level communication and interpersonal skills including consultation, negotiation and conflict resolution skills and capacity to represent the Department in a range of forums and work effectively with Ministers, senior staff, clients and stakeholders.
5. Proven self-management skills and the ability to plan, organise and prioritise concurrent tasks to meet deadlines together with an ability to be adaptable and flexible in order to achieve results in an environment of change, ambiguity and pressure.
6. Ability to coordinate the outputs of other members of a team, including an understanding of contemporary leadership and management practices.
7. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

Essential requirements

- Nil

Desirable requirements

- Tertiary qualifications in a relevant discipline.

Position Summary

Title	Assistant Director Corrections
Number	355963
Award	Tasmanian State Service Award
Classification	General Stream, Band 7
Division	Corporate, Strategy and Governance
Full Time Equivalent	1.0
Output Group	Office of the Secretary
Branch	Corrective Services
Supervisor	Deputy Secretary, Corrective Services
Direct Reports	1
Location	Hobart
Position category and funding	A075