

Department of State Growth

Statement of Duties

Position Title:	Project Administration Officer, Tasmanian Green Hydrogen Hub
Position number:	005649
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 4
Division/branch/section:	Renewables, Climate and Future Industries Tasmania (ReCFIT)
Location:	Hobart or Launceston
Employment status:	Flexible, Fixed Term
Supervisor:	Project Director, Tasmanian Green Hydrogen Hub

Renewables, Climate and Future Industries Tasmania responsibilities

ReCFIT is responsible for supporting the Government in setting the State's strategic direction in relation to climate change, renewable energy and future industries. ReCFIT provides a central source of advice on strategic energy policy and on new and emerging industries with an emphasis on growing Tasmania's renewable energy base. It also delivers the Government's programs and initiatives to support Tasmanian business and community shift towards improved energy efficiency and to mitigate and adapt to climate change.

ReCFIT is responsible for undertaking high level stakeholder engagement, including with the Australian Government, national and state regulatory bodies, the business community, the state-owned energy businesses and a range of technical consultants.

Tasmanian Green Hydrogen Hub (TGHH)

In January 2024, funding from the Australian Government's Regional Hydrogen Hubs program was locked-in for the Tasmanian Green Hydrogen Hub project, meaning the project is now officially underway.

The Tasmanian Government is leading a consortium of partners including TasPorts, TasNetworks, TasWater, Tasmanian Irrigation and the Bell Bay Advanced Manufacturing Zone to deliver this project over the next four years.

Funding received through the hydrogen hub grant program will support both the investment in shared-use infrastructure such as port facilities, water supply and the electricity network, and the activation of a domestic market to ensure Tasmanian businesses can capitalise on this emerging technology.

The TGHH project will be delivered by a team working within ReCFIT in conjunction with key project partners including TasNetworks, TasWater, Tasmanian Irrigation, Bell Bay Advanced

Manufacturing Zone and TasPorts. The TGHH team is led by a Project Director and a leadership team of four.

Position Objective

Provide high level secretariat and administrative support to the TGHH team and ensure the smooth and efficient operation of the Tasmanian Green Hydrogen Hub project within ReCFIT.

Major Duties

- Provide high level co-ordination and administrative support, ensuring seamless business support to the Project Director TGHH and the TGHH team and liaising between ReCFIT Executive Support team, Chief Executive Officer, the ReCFIT Leadership Group and the broader Division.
- As first point of contact for the TGHH team, provide high level client service in response to all contacts, including internal and external stakeholders.
- Effectively manage the preparation and co-ordination of correspondence, including highly confidential ministerial briefs, cabinet submissions and reports.
- Provide secretariat support for the TGHH Steering Committee and project working groups.
- Assist with budget and invoice management for the TGHH team.
- Organise and schedule meetings, conferences and functions, including booking travel arrangements, venues and equipment, and the preparation of agendas and minute taking.
- Manage and monitor the flow of information for the TGHH team, including managing the TGHH inbox, providing guidance on content, information management and timelines. Undertake quality assurance, and referral of matters for comment or further action as appropriate.

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

The Project Administration Officer, TGHH will work closely with and receive limited direction from the Project Director, TGHH to achieve business outcomes.

The occupant is responsible for supporting the effective and efficient management of the TGHH team and providing high level executive and administrative support. The occupant is expected to maintain a high degree of confidentiality, demonstrate political awareness and be familiar with the strategic direction and current activities and issues associated with ReCFIT.

The occupant is expected to be highly motivated and proactive in the performance of their role and will develop and maintain strong working relationships with diverse stakeholders, both internal and external, to facilitate the delivery of business outcomes.

Selection Criteria (Knowledge and Skills):

- Demonstrated experience in the provision of high level business administration and client service including well developed skills in the co-ordination of information management and flow and experience using contemporary information management systems.
- Well-developed interpersonal and communication skills, including the ability to prepare correspondence and to communicate articulately and with diplomacy at all levels.
- Ability to maintain confidentiality and the proven capacity to exercise initiative, sound judgement and discretion with high level problem-solving and decision-making skills.
- High level of adaptability, flexibility, self-motivation and organisational skills, including demonstrated ability to set priorities, manage a diverse workload with often competing demands, and the proven ability to effectively work under pressure in a small team environment.
- Proven ability to build and maintain effective work relationships with team members and stakeholders, including ability to resolve conflict and to negotiate outcomes.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *Nil*

Position may require intrastate travel.

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 <https://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)
