

Statement of Duties

Department of Premier and Cabinet

As at August 2024

Position title:	Project Support Officer
Position number:	708788
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 4
Division/branch/section:	Community Partnerships and Priorities Aboriginal Heritage Tasmania
Full Time Equivalent (FTE):	1.00
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Assistant Director, AHT

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

Division profile:

The position is located within the Community Partnerships and Priorities (CPP) Division in the Department of Premier and Cabinet, established in October 2022. The CPP incorporates the Office of Aboriginal Partnerships, Aboriginal Heritage Tasmania, Disability Reform, Community Policy and Engagement and the CPP Directorate.

The Premier's vision for Tasmania is a place where everyone feels valued, included, encouraged and supported to be the best they can be. In achieving this the Premier has committed to lead a government with heart, one that listens to Tasmanians' needs and ensures Tasmanians' priorities continue to be government priorities.

The Community Partnerships and Priorities Division in DPAC assists the Premier and Ministers to fulfill this vision by ensuring the voice of Tasmanians is at the centre of community partnerships and priorities and transforming traditional ways that Government works with Tasmanian communities.

Aboriginal Heritage Tasmania aims to protect and promote Tasmania's unique Aboriginal heritage and facilitate the return of land to Tasmania's Aboriginal people. Aboriginal Heritage Tasmania administers the *Aboriginal Heritage Act 1975*, which establishes the Aboriginal Heritage Council of Tasmania, the *Aboriginal Lands Act 1995*, which establishes the Aboriginal Land Council of Tasmania, and the *Native Title (Tasmania) Act 1994*.

Position objective:

The Project Support Officer role supports Aboriginal Heritage Tasmania to meet its key strategic objectives and outcomes by providing policy, project management and administrative support. The position will work closely with the Cultural Management Group and Operations teams within AHT to support the delivery of priority projects and initiatives and provide administrative services to the Aboriginal Heritage Council as required.

Duties:

1. Provide general policy, project management and administrative support, including the preparation of policy and project-related documentation, reports and correspondence across AHT.
2. Assist and support coordination, implementation and monitoring of programs and initiatives in response to AHT business needs.
3. Provide secretariat support to committees and the project team and general high level administrative support when required.
4. Provide support on the provision of a range of written material, including discussion papers, guidelines, reports and advisory documents.
5. Develop and maintain strong relationships with the Aboriginal community and other stakeholders including Government agencies, the Aboriginal Heritage

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Council and Aboriginal community organisations and people to deliver projects and programs.

6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Level of responsibility:

- 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.
- Exercising initiative and judgement to achieve defined outcomes directly related to the primary purpose of this position.

Reporting structure:

The Project Support Officer reports to the Assistant Director, AHT; however, they may at times also be required to report directly to other members of the AHT Leadership team.

Work is undertaken with general instruction as the incumbent applies conventional practices, methods and standards to complete complex, diverse tasks.

Selection criteria:

1. Knowledge and understanding of Tasmanian Aboriginal cultural heritage and the Tasmanian Aboriginal community or the capacity to quickly acquire the required knowledge and understanding.
2. Knowledge of project management principles and practical, relevant experience in delivering of projects.
3. An understanding of relevant government legislation, or the capacity to quickly acquire the required understanding.
4. Well-developed interpersonal, written and verbal communication skills including the ability to quickly and accurately produce complex documents that are clear and concise to a high standard.
5. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.
6. Capacity to work both individually and as part of a team in a complex environment where priorities are subject to change.

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Desirable requirements:

- Formal qualification in project management or other discipline relevant to the professional duties to be undertaken, or the equivalent work experience would be an advantage.
- A current motor vehicle drivers licence.

Essential requirements:

- Current Tasmanian Working with Vulnerable People registration.

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 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. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

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 welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm. 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 violence. We will take an

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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.

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.

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.

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.