

Roving Policy Analyst

Statement of duties

Position number	724503, 724747
Location	Hobart
Division	Various
Branch	Various
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Treasury Overview

The Department of Treasury and Finance is the central agency that manages the Tasmanian Government's financial resources and implements strategies to achieve the Government's economic, fiscal and policy objectives. Roving Policy Analysts undertake varying tasks across Treasury.

To be successful in this role, an applicant will demonstrate a broad range of skills and experience, **in one or more** of the following areas:

- Policy and advice.
- Research, investigations and analysis of financial and economic issues.
- Interpretation and provision of advice in relation to legislation, regulatory instruments or other governance frameworks.
- Project management.

Position objective

This position is nominally assigned to the Project Management and Governance Branch, but is established as a roving resource to help the Department meet key business needs as they arise. This includes assignment to special or planned projects, strategic policy development, business improvement initiatives, and business as usual activities.

In the context of the selection criteria, to be successful in the position applicants will also have:

- demonstrated ability to understand complex issues by drawing on a range of information in order to identify possible solutions;
- the ability to communicate precisely and succinctly to internal and external stakeholders to influence effective outcomes;
- a high level of flexibility and the ability to quickly adapt to changing circumstances; and
- strong analytical skills, combined with the ability to manage own output and work effectively in a team environment

Primary duties

The Roving Policy Analyst's primary duties include:

- undertaking complex research, investigations and analysis to support the formulation of policy proposals or regulatory instruments or advice in relation to the current assignment;
- preparing in-depth policy documents and/or outlining analysis and authoritative advice, as may be appropriate;
- preparing briefs, correspondence, submissions and reports;
- liaising effectively with both internal and external stakeholders to meet both Departmental and stakeholder needs, as appropriate;
- representing the Department on committees and in other forums as may be required from time to time;
- assisting with the supervision and mentoring of branch or project staff as may be required, and actively contributing to a positive team environment in line with Treasury's values;
- undertaking project work and managing consultancies as may be required;
- maintaining a flexible and agile approach to the assignment of duties in order to help the Department meet critical and evolving business needs and contribute to both a collaborative approach and a client focus; and
- performing any other duties at the classification level that are within the employee's competence and training.

Level of responsibility, direction and supervision

The Roving Policy Analyst will operate with considerable independence in determining priorities, procedures and approach. The Roving Policy Analyst applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. The Roving Policy Analyst may also manage a small team of employees, and requires significant management skills and expertise to support the operations of a functional area.

Treasury's Roving Resources

The Executive Committee has responsibility for oversight of rover assignments and the Deputy Secretary within the relevant Division for the general management of the position. The Assistant Director PMG provides support to the Executive and Deputy Secretary in the administration and management of the program within Treasury. Branch supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of diversity, inclusion and equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates highly developed knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Essential Qualifications/requirements

Essential - A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease; or
- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Abigail Shelley - Director

Date: 3 August 2022

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).