

Statement of Duties

Position Title: Project Officer - CPCiAC	Position Number: 525613	Effective Date: May 2021
Group: Policy, Purchasing, Performance and Reform – Primary, Rural and Palliative Care		
Section: Health Planning	Location: North	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Fixed-Term	
	Position Type: Full Time	
Level: Band 4	Classification: General Stream	
Reports To: Service Innovation Manager - General Practice and Primary Care		
Check Type: Annulled	Check Frequency: Pre employment	

Focus of Duties:

Coordinate the Comprehensive Palliative Care in Aged Care Measure in Tasmania. Prepare project documents, program report analysis, ministerial, and other documentation as required, including preparing funding milestone reports.

Establish positive working relationships with key stakeholders including Residential Aged Care Facilities in Tasmania, Primary Health Tasmanian, Palliative Care Tasmania and Tasmanian Health Service Specialist Palliative Care Services.

Establish positive relationships with other Primary, Rural and Palliative Care team members and communicates effectively with both internal and external stakeholders.

Work collaboratively and productively with other staff in the Health Planning Business unit.

Duties:

1. Provide support to the Service Innovation Manager - GP and Primary Care and other key stakeholders in implementing the Comprehensive Palliative Care in Aged Care initiative in Tasmania.
2. Liaise with residential aged care facilities and specialist palliative care services in developing policies, protocols, and procedures for accessing services under the Comprehensive Palliative Care in Aged Care measure.
3. Organise and support meetings of stakeholders, prepare progress reports, project, ministerial, and other documentation relating to all aspects of the Comprehensive Palliative Care in Aged Care measure.
4. Support activities associated with the evaluation Comprehensive Palliative Care in Aged care in Tasmania and the national evaluation of the measure, including data collection, and collation
5. Develop, implement, and maintain, timely effective communication and engagement strategies for internal and external stakeholders under the Comprehensive Palliative Care in Aged Care measure.

6. Actively participates in and contributes to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
7. 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 positions at this classification level.

Scope of Work Performed:

The Project Officer is responsible to, and works under the guidance of the Service Innovation Manager, GP and Primary Care, and works closely with the Policy and Projects Consultant, Palliative Care, and is responsible for:

- Effective implementation/coordination of activities under the Comprehensive Palliative Care in Aged Care measure.
- Exercising research and financial management skills and coordinating day to day management of activities under the Comprehensive Palliative Care in Aged Care Measure.
- Undertaking research and being able to communicate effectively with a range of stakeholders, both verbally and in writing.
- Working collaboratively and consultatively with limited supervision, exercising judgement, and initiative in carrying out the functions of this position.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 1. crimes of violence
 2. sex related offences
 3. serious drug offences
 4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Driver's Licence.
- Degree-level qualifications in a relevant field, or equivalent experience.

Selection Criteria:

1. Demonstrated knowledge of Tasmania's health service, or the ability to quickly acquire that knowledge.
2. Demonstrated high level interpersonal skills with the ability to:
 - Appreciate different perspectives and take an inclusive approach to work.
 - Work independently and as part of a team.
 - Interact and build effective relationships with a broad range of internal and external stakeholders to earn their respect and collaboration.
 - Model and maintain high standards of professional behaviour.
3. Demonstrated high level written and verbal communication skills with the ability to:
 - Prepare written reports, advice and presentations that are clear, succinct, grammatical, and suitable for presentation to senior managers across a range of agencies.
 - Convey information verbally with confidence and clarity.
 - Identify and clearly articulate issues to staff and stakeholders in terms that are understandable to a wide range of audiences.
 - Proficiency in computer programs such MS Word, Excel, and PowerPoint
4. Demonstrated high level organisational skills including the ability to exercise initiative and effectively organise and set priorities to meet deadlines within a busy environment.
5. Demonstrated ability to research information in order to identify opportunities and recommend actions that support project objectives

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the State Service Act 2000. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The State Service Act 2000 and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.