

Department of State Growth

Statement of Duties

Position Title:	Project Officer – Employer of Choice Program
Position number:	005396
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Jobs Tasmania, Business and Jobs
Location:	Statewide – South, North or North-West
Employment status:	Fixed term
Employment type:	Full time with flexibility
Supervisor:	Program Manager, Jobs Tasmania

Jobs Tasmania

Jobs Tasmania works with and across governments, community, and business to increase employment outcomes, workforce participation and re-engagement with work, education or training for all Tasmanians.

At Jobs Tasmania, we care about the people in our small high performing team and offer a well-managed and inspiring workplace where skills, capabilities and contributions are valued and acknowledged. We empower individuals to work at a high level and work collectively to achieve great outcomes; we provide growth and development opportunities and actively promote a positive work life balance.

Our team is based around Tasmania. We value:

- diverse, creative and adaptable approaches
- communication and collaboration
- transparency and the ability take an evidence and solutions based approach

Our Jobs Tasmania's Employer of Choice (EOC) program recognises Tasmanian organisations that demonstrate contemporary workplace practices and outstanding support for their staff, and are creating a work culture which attracts, retains and develops their people.

These organisations contribute to Tasmania's brand as a great place to live and work. The program has recently been reviewed and we are looking for a Project Officer who will enhance, grow and coordinate delivery of the new program.

Position Objective

As part of a high performing team, you will deliver:

- the EOC awards program that recognises great places to work in Tasmania and employers that care about their people
- a suite of targeted events that provide opportunities for businesses to showcase best practice in supporting their staff and learn from each other about building better workplaces.
- a support service for employers to help them build better workplaces
- an effective and collaborative program partner group that assists and guides the delivery of the program and provides promotional opportunities and endorsement through various business networks.

You will assist Jobs Tasmania to collaborate with our network of Regional Jobs Hubs, government, community, and business to increase training, employment and workforce participation outcomes for all Tasmanian's. The EOC program will look to develop and coordinate practical supports, particularly for small and medium size businesses in our regions, to help them attract and retain a skilled workforce.

Major Duties

- Taking a solutions-based approach to managing projects that support and develop our EOC program. This includes identifying existing programs, connecting and analysing gaps in services available to Tasmanian organisations to build better workplaces.
- Deliver high quality and innovative EOC events and awards programs that recognise strong workforce development practice and work closely with colleagues to identify innovative ideas, grow participation and establish a regular schedule of events around the state.
- Work collaboratively with program partners and stakeholders to understand, improve practice and co-design solutions. Design and implement a business support program to build better workplaces that grow productive workforces and contribute to economic and social progress in Tasmania
- Promote and facilitate strong workforce development practice and partnerships across industry and government. Increase the number of businesses identifying as EOC with a focus on encouraging and actively assisting small to medium business to participate in the EOC business support program.
- In line with our client engagement principles build and enhance relationships with varied stakeholders through the EOC program partner group, regional events with regional jobs hubs, and by engaging with Employers of Choice through face-to-face meetings.
- Proactively connect businesses and industry, with employer support programs, and manage provision of advice and referrals to ensure better support for more Tasmanian businesses.
- Uphold our team values and actively contribute to a respectful team environment, work productively with remote team members, and foster a positive workplace culture where we are respectful, share information, listen, relate, and bring people along.

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

- Responsible for the implementation and review of EOC policies and plans to ensure timely, targeted and effective program delivery outcomes.
- Identifies strategic issues and risks and factors them into planning, decision making and priority setting.
- Works with considerable autonomy to deliver outcomes and provide specialised advice and recommendations. Effectively informs, engages and negotiates with stakeholders with regard to complex information and concepts.
- Collaborates with the team to identify and work towards strategic approaches to support more Tasmania's into training or employment.

Selection Criteria (Knowledge and Skills):

- Demonstrated ability to work autonomously, set and meet tight deadlines and manage multiple priorities.
- A strong knowledge of contemporary project management principles with demonstrated capacity to plan, organise, schedule and deliver outputs.
- Proven high level stakeholder and relationship management with the demonstrated ability to build and maintain mutually beneficial working relationships with a wide range of stakeholders
- Understanding of employer of choice and workforce development principles and practices and the capacity to provide learning and development in these areas.
- Demonstrated ability to design effective business support programs, apply sound judgement, problem-solve, and deliver innovative and responsive client focussed solutions and services.

Position Requirements

- **COVID-19 Vaccination.** 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 –

I. 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

Desirable

- A current driver licence

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 \(http://www.stategrowth.tas.gov.au/\)](http://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).