

Principal Program Officer – Regional Partnerships and Data

STATEMENT OF DUTIES

OCTOBER 2024

Number	977803
Portfolio	Development and Support
Branch	Senior Secondary Provision
Section/Unit/School	N/A
Supervisor	Assistant Director – Senior Secondary Provision
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Permanent, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	South, North

Context

The Senior Secondary Provision business unit undertakes high-level, strategic policy development and implementation in senior secondary education together with strategic, tactical and operational management of curriculum and assessment, Regional Partnerships, career education, transition and retention and attainment data. This includes high level program management and communications services, that reflect legislative requirements, strategic direction, national imperatives and state priorities for senior secondary education.

Primary Purpose

Within this context the Principal Program Officer will oversee program delivery within Regional Partnership and Retention and Attainment Data. The incumbent will undertake workflow monitoring and tracking, through research and analysis to ensure the successful implementation and review of business unit projects and priorities in alignment with broader objectives. The role will have a continuous improvement focus and will facilitate change and improvement initiatives, together with the development and provision of strategic advice to support improved outcomes for children, young people, and their families in Tasmania.

Level of Responsibility/Direction and Supervision

The occupant receives broad direction from the Assistant Director of the Senior Secondary Provision and is responsible for managing and overseeing multiple work programs within the Regional Partnerships and Data Team. This includes the provision of high-level authoritative advice to inform decision-making and facilitating and supporting change and improvement related activities.

Responsible for the effective and efficient management and coordination of priorities, administrative processes and the provision of high-level support, including unsupervised critical decision-making.

The incumbent will monitor and track program progress across all work streams and provide high-level advice to support governance reporting.

Assist with the leadership and management of a designated functional area within the team and contribute to the development of other team members as a supervisor through the provision of feedback, mentoring and coaching.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Determine, coordinate, implement, monitor and maintain a range of programs for Years 11 and 12 Providers, Retention and Attainment, and Data Strategies, including the determination and coordination of universal and guided resources developed for schools.
2. Research, collate and analyse data to identify key issues, make informed recommendations, and provide authoritative advice and insights to leadership within the Regional Partnerships and Data Team.
3. Produce a range of high-quality, formal documents and resources for a range of audiences which meet accessibility and quality assurance requirements.
4. Lead a culture of continuous improvement and enhance the performance of the state-wide team through the provision of mentoring and guidance which supports the achievement of broader objectives.
5. Develop and manage effective engagement strategies with key internal and external stakeholders, requiring extensive consultation and collaboration to ensure the effective development and implementation of programs and resources.
6. Represent the Department in a range of forums and working groups, communicating with influence, negotiating outcomes and resolving conflicts to maintain networks.
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.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated experience in managing, implementing and maintaining multiple programs to support Years 11 and 12 providers, retention and attainment, and data strategies, including the effective coordination of a range of resources to support schools.
2. Significant research and data analysis capabilities to develop a range of differentiated resources for a diverse audience, together with the capacity to transpose findings into the provision of advice and the development of evidence-based recommendations.

3. Demonstrated knowledge of DECYP policies and initiatives with the ability to produce a range of formal documentation including, research reports, briefing notes and question time briefs.
4. Proven high-level management and leadership skills, with the capacity to lead a culture of continuous improvement and support the development of others in the achievement of strategic objectives.
5. Significant verbal and written communication skills to effectively engage with diverse stakeholders and maintain effective networks, together with the capacity to present information clearly and concisely across all formats, and to represent the Department with influence, negotiate outcomes and manage conflict.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

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

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Nil

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise

and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. 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. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – August 2024

Request:

Date Duties and Selection Criteria Last Reviewed: 10/24 SW
