

Statement of Duties

Department of Premier and Cabinet

As at 18 July 2017

Position title:	Policy Analyst
Position number:	001885
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream - Band 6
Division/branch/section:	Policy Division
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Assistant Director

Agency/Department values:

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

For more information about DPAC visit www.dpac.tas.gov.au

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Division profile:

The key role of the Division is to assist the Premier and Cabinet to reach a balance between the social, economic, financial and political aims of the Government through high quality policy support including research, co-ordination, analysis and strategic advice.

To achieve this, the Division has specific responsibility for:

- Providing high-quality policy services and support to the Premier and Cabinet
- Leading and supporting the development and implementation of whole-of-government processes and policies
- Managing and coordinating intergovernmental relations
- Managing and resolving urgent and immediate priority issues for the Premier
- Working cooperatively with agencies to understand and deliver the Premier's and the Government's priorities.

The information dealt with is intrinsically broad based, varied and often complex and accurate assessment of the "political" sensitivity of matters arising is crucial.

The Division operates in a time critical environment with significant pressures arising from tight deadlines and periods of high demand.

Position objective:

Undertake policy research, analysis, development, implementation and review in relation to policies at a strategic level. Provide the Premier and Cabinet with broad-based advice from a Government-wide perspective.

Duties:

1. Research and analyse specific policy issues and contribute to solutions, proposals and recommendations.
2. Assist with the development and implementation of policies that progress the Government's strategic priorities, in collaboration with stakeholders.
3. Assist with the co-ordination, implementation and monitoring of initiatives arising from major government policies.
4. Liaise and consult with officers from other spheres of government (Commonwealth, State, and Local).
5. Liaise and consult with other State Agencies and stakeholders on policy issues.
6. Prepare correspondence, reports and briefing notes, including Ministerial and Cabinet documentation, and supporting material for legislation.
7. Analyse policy developments outside Tasmania and advise on implications.
8. 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.

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Level of responsibility:

Responsible for providing advice about issues with significant impact on the development and implementation of the Government's major policy priorities.

Decisions made are subject to limited review by supervisor. A high level of initiative and sound judgement is required.

Liaison, consultation and negotiation may be conducted inside and outside the agency, including with the Commonwealth and other State and Territory Governments.

Meeting deadlines and dealing with shifting priorities are frequently required.

Reporting structure:

Broad directions for policy development will be developed in consultation with the supervisor.

There is limited supervision of individual tasks. Significant correspondence, briefing papers or submissions are subject to review by a member of the divisional management team.

Selection criteria:

1. Sound knowledge and understanding of policy development and implementation processes, including practical experience of policy development.
2. Recognition and understanding of the political, social and organisational environment within which the Division operates, including an understanding of the short, medium and long term issues facing Tasmania.
3. Demonstrated capacity to identify, prioritise and coordinate a variety of tasks simultaneously with limited supervision, both as an individual and as part of a team.
4. Sound liaison and oral communication skills, with an ability to advise on complex matters to non-specialists and a capacity to persuade others to adopt a particular course of action.
5. High level research, and analytical skills, including a demonstrated capacity to think strategically, identify priority issues for attention and develop achievable and practical solutions for Government.
6. Well developed written communication skills enabling the production of documents that are balanced, logical, accurate, persuasive and client-focussed.

Desirable Requirements

A tertiary qualification in a relevant discipline or research experience to similar level.

Essential Requirements

N/A

State Service Principles:

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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.

Code of Conduct:

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Workplace diversity:

The Department 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. The Department values the unique experiences, knowledge, and skills that our employees bring to their work

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*.

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;

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- 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.

White Ribbon:

The Department is committed to providing a healthy and safe working environment for all employees and has a zero tolerance for violence, including violence against women.