

## Statement of Duties

<b>Position Title:</b> Project Officer	<b>Position Number:</b> 523090, 525653	<b>Effective Date:</b> April 2017
<b>Group:</b> Infrastructure		
<b>Section:</b> Facilities Management and Engineering Services	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Band 5	<b>Classification:</b> General Stream	
<b>Reports To:</b> Regional Manager - Facilities Management and Engineering Services (South)		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

As a member of the Facilities Management and Engineering Services (FMES) Department, assist with the development, management, coordination and implementation of minor works, maintenance and construction projects.

Provide technical support and advice in areas including project planning, design and coordination of minor capital works and other projects as directed.

Provide assistance with management and coordination of consultants, contractors, resources and activities to ensure minor works and projects are delivered in a timely and efficient manner.

### Duties:

1. Assist with the management and coordination of minor capital works, projects and refurbishments including determination of budget estimates and procurement of goods and services in accordance with State Government policies, guidelines and instructions.
2. Liaise with internal and external stakeholders at varying levels to ensure timely communication of information to and from relevant stakeholders.
3. Compile and prepare project related reports, documentation and procurement papers for issue to FMES management, internal and external stakeholders, consultants and suppliers.
4. Coordinate Capital Investment Program – Essential Maintenance bids, including reporting to Asset Management Services, Regional Manager - FMES and other senior Facilities and Engineering staff as required.
5. Proactively assist in the identification and monitoring of potential risks and issues as they relate to projects and minor works including the management and reporting of the department's minor works program.

6. Assist with the overall management of facilities by responding to adhoc and urgent maintenance requests as they arise.
7. Represent the FMES Department on working groups, reference groups, committees and other groups as required.
8. Provide support, technical advice and assistance to the Regional Manager and other members of the FMES Department as required.
9. Procure services and supplies from external organisations to facilitate timely outcomes of minor capital works and projects.
10. Actively participate in and contribute 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.
11. 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:**

Under broad direction from FMES managers, the Project Officer will:

- Apply sound project management practices to coordinate and deliver minor works and capital projects for the Southern region of Tasmania.
- Work with members of the FMES Department as well as other relevant staff in a supportive and collaborative manner to ensure effective and efficient delivery of the departments desired outcomes.
- Comply 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:
  - a) crimes of violence
  - b) sex related offences
  - c) serious drug offences
  - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

**Selection Criteria:**

1. Proven ability to plan, organise and prioritise workload together with the capacity to coordinate priorities within set timeframes to achieve desired results in a changing environment.
2. Demonstrated experience in managing projects using contemporary practices and techniques.
3. Established research skills including the ability to collate, plan, analyse and interpret information, together with a demonstrated capacity to present information to a range of audiences.
4. High level verbal and written communication, consultation and negotiation skills and the capacity to develop effective working relationships with internal and external stakeholders, consultants and contractors to achieve results in a timely manner.
5. Demonstrated knowledge of the Government Procurement Guidelines and its ethical application, purchasing principles and procedures and terminology associated with the procurement of building and construction, good and services supplies and consultants.
6. Demonstrated ability to work autonomously to achieve set goals.

**Working Environment:**

- May be required to participate in an on-call roster.

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 Manager 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.