

Community Corrections

Policy and Project Officer – Statement of Duties

Objective

The position contributes to undertaking projects within Community Corrections, including the development of policy and project initiatives, written advice and reports and coordination of varied activities and resources. The position will provide high-level policy and procedural advice as required by Community Corrections and undertake associated administrative functions.

Duties

- Manage the delivery of policy and projects relating to Community Corrections, across all areas of practice as may be required.
- Assist with the initiation, coordination, implementation, and monitoring of Community Corrections policies and related Government programs.
- Promote, foster, and develop collaborative partnerships and effective relationships with both internal and external stakeholders.
- Represent Community Corrections on committees and in other forums as may be required from time to time and deliver timely, relevant and authoritative advice on matters relating to work undertaken by the output.
- Produce written documents including correspondence, reports, presentations, plans, proposals, promotional materials, articles and policy documents.
- Undertake research and prepare advice on complex matters associated with Community Corrections' work, including preparing relevant advice, Briefs, proposals and other documentation.

Level of responsibility

- Required to work autonomously, exercising independence in undertaking the role.
- Providing informed authoritative advice to the Senior Practice and Policy Officer and members of the senior management team on issues as required.
- The occupant is expected to liaise with officers at all levels including local and interstate government staff and external stakeholders.
- The occupant is expected to conduct their work in a safe manner such that it does not put themselves or others at risk.

- The occupant must comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to their supervisors.
- The occupant is responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision received

- The occupant will receive broad direction from the Senior Practice and Policy Officer but is expected to work with considerable independence and autonomy within established procedures and practices.
- The occupant will be expected to exercise independent judgement and initiative to determine priorities and manage the functions of the position.

Selection criteria

1. Strong interpersonal and oral communication skills, including a proven ability to consult, negotiate and provide advice and information to internal staff, as well as a range of stakeholders.
2. Well-developed project management skills which enable the autonomous coordination, facilitation and conduct of a variety of activities, including the planning and completion of work activities within tight time frames.
3. High level written communication skills, including the ability to prepare all documentation to a high standard and provide sound written advice and recommendations varying in complexity to specialists and non-specialists.
4. Well-developed problem solving skills with the ability to think creatively, investigate, analyse and develop options and solutions.
5. Proven ability to work effectively, both independently and as a member of a team, to foster a productive work ethic and positive workplace culture.
6. Strong self-management, co-ordination and organisational skills, including the ability to work without supervision; to initiate and to set priorities, meet deadlines, and to operate independently and autonomously in day to day activities

Essential requirements

- Nil

Desirable requirements

- Nil

Position Summary

Title	Policy and Project Officer
Number	357991
Award	Tasmanian State Service Award
Classification	General Stream Band 5
Division	
Full Time Equivalent	1.0
Output Group	Community Corrections
Branch	Corrective Services
Supervisor	Senior Practice and Policy Officer, Community Corrections
Direct Reports	Nil
Location	Statewide
Position category and funding	A075