

# Statement of Duties

## Department of Premier and Cabinet

### As at September 2024

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<b>Position title:</b>	Assistant Director
<b>Position number:</b>	003310
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 8
<b>Division/branch/section:</b>	Community Partnerships and Priorities Division Aboriginal Heritage Tasmania,
<b>Full Time Equivalent (FTE):</b>	1.0 FTE
<b>Location:</b>	Hobart
<b>Position status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75 hours
<b>Supervisor:</b>	Director, Aboriginal Heritage Tasmania

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#### **Agency/Department values:**

Department of Premier and Cabinet (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

#### **Respect**

We treat everyone with respect and kindness.

For more information about DPAC visit [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au)

**Division Profile:**

The position is located within the Community Partnerships and Priorities (CPP) Division of the Department of Premier and Cabinet (DPAC), established in October 2022. The CPP incorporates the Office of Aboriginal Partnerships, Aboriginal Heritage Tasmania, Disability Reform, Community Policy and Engagement and the CPP Directorate.

The Premier's vision for Tasmania is a place where everyone feels valued, included, encouraged and supported to be the best they can be. In achieving this the Premier has committed to lead a government with heart, one that listens to Tasmanians' needs and ensures Tasmanians' priorities continue to be government priorities.

The Community Partnerships and Priorities Division in DPAC assists the Premier and Ministers to fulfill this vision by ensuring the voice of Tasmanians is at the centre of community partnerships and priorities and transforming traditional ways that Government works with Tasmanian communities.

Aboriginal Heritage Tasmania aims to protect and promote Tasmania's unique Aboriginal heritage and facilitate the return of land to Tasmania's Aboriginal people. Aboriginal Heritage Tasmania administers the Aboriginal Heritage Act 1975, which establishes the Aboriginal Heritage Council of Tasmania, the Aboriginal Lands Act 1995, which establishes the Aboriginal Land Council of Tasmania, and the Native Title (Tasmania) Act 1994.

**Position objective:**

As a member of the Aboriginal Heritage Tasmania Team, the Assistant Director is responsible for:

- providing strategic leadership and broad based authoritative advice across a diverse range of community development issues often of critical importance to the Government.
- Assist the Director with the management of the financial and human resources of the Branch to deliver regulatory processes, initiatives, programs, and projects.

**Duties:**

1. Provide broad based authoritative advice and comment at a strategic level to the Deputy Secretary and departmental senior management, on Aboriginal heritage protection and management and return of land to the Aboriginal community and policy issues that impact on the sectoral interests of the CPP Division and DPAC.
2. Deliver high quality leadership that reflects Departmental values and involves high levels of engagement with staff.
3. Play an important role in the development of whole of government responses to key community sector and population cohort issues.

## Statement of Duties: Assistant Director (003310)

4. Research, analyse and assess a variety of policy issues from the perspective of the Government's strategic directions and priorities, and provide solutions, proposals and recommendations on matters and issues relating to the whole of the Division.
5. Support the Director to lead and manage the Aboriginal Heritage Tasmania Team to ensure comprehensive, effective, and efficient development and implementation of designated community enhancement policies. Manage the human and financial resources and information assets within the Aboriginal Heritage Tasmania Team.
6. Liaise, consult and negotiate at senior management level with other Agencies (State and Commonwealth), businesses and community organisations, and the Aboriginal community on a range of complex and often sensitive issues.
7. Prepare complex submissions, reports, discussion papers, briefings and correspondence on relevant issues in Tasmania for Ministers, Cabinet, the Secretary and other senior officers.
8. Represent the Branch, Division, the Department and/or the State Government in intergovernmental forums and public forums.
9. 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.

### **Level of responsibility:**

Champion a child safe culture that upholds the National Principles for *Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

Assistant Director is responsible for the provision of high level authoritative advice to senior management on Aboriginal heritage protection and management and return of land to the Aboriginal community, and policy issues that impact on the sectoral interests of the Community Partnerships and Priorities (CPP) Division and Department of Premier and Cabinet.

- Responsible for delivery of complex and strategic Aboriginal community policy issues and is expected to make a significant contribution to the Division's effectiveness.
- Responsible for delivery of high quality leadership that reflects Departmental values and involves high levels of engagement with staff, assisting in the leadership of the Branch, including the management of human and financial resources.

## Statement of Duties: Assistant Director (003310)

- Assisting with the initiating, developing and implementing Government policies on relevant issues and monitoring the implementation of relevant policies by State Government Agencies.
- The position operates with significant independence and autonomy with direction being provided by the Director, Aboriginal Heritage Tasmania, whose input defines the strategic direction and objectives of the CPP Division.

### **Reporting structure:**

The Assistant Director will report to the Director, Aboriginal Heritage Tasmania, Community Partnerships and Priorities.

### **Selection criteria:**

1. Comprehensive understanding and extensive practical experience of policy development, implementation and evaluation processes in relation to complex issues.
2. Well-developed understanding of, and ability to work within, the political, social and organisation environment in which the Division and Department operates.
3. Highly developed analytical and research skills including the ability to identify and focus attention on issues that are complex and often ambiguous, in a manner that leads to timely and actionable advice.
4. High level liaison, consultation and negotiating skills with the demonstrated ability to: resolve problems collaboratively; influence decisions; and persuade others to adopt a particular course of action.
5. Highly developed written communication skills enabling the production of documents that are concise, understandable to non-specialists and that develop persuasive, clear, accurate and logical arguments. Highly developed verbal communication skills with the ability to advise on complex matters to non-specialists.
6. Demonstrated ability to lead and motivate to gain the co-operation of others in achieving challenging, difficult, and sometimes conflicting objectives. Demonstrated understanding of contemporary management techniques and practices.
7. High standard of integrity and professionalism that is consistent with the Department's values and promotes a positive workplace culture.

### **Desirable requirements:**

Tertiary qualifications in a relevant discipline are desirable.

### **Essential requirements:**

Current Tasmanian Working with Vulnerable People Registration.

Statement of Duties: Assistant Director (003310)

## **State Service Principles and Code of Conduct**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://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.

The State Service Code of Conduct (view at [thelaw.tas.gov.au](http://thelaw.tas.gov.au) website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

## **Working environment**

DPAC 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. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

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.

Statement of Duties: Assistant Director (003310)

**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*.

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

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;
- 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.