

Principal Policy Analyst

Statement of duties

Position number	723796
Location	Hobart
Division	Budget and Finance
Branch	Procurement, Risk and Contract Management
Section	Procurement
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Assistant Director, Procurement Policy
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The primary responsibilities of the Branch are to:

- provide advice on and manage the Government's procurement policy and framework;
- manage government common use contracts; and
- proactively minimise the cost of risk to government agencies through the Tasmanian Risk Management Fund.

Position objective

The Principal Policy Analyst, as a member of the Policy Unit, will contribute towards the provision of a framework for Tasmanian Government procurement policy and purchasing outcomes.

In the context of the selection criteria, to be successful in the position applicants will have:

- demonstrated initiative when undertaking policy research and the ability to understand complex issues and identify possible solutions;
- high level communication skills, including the ability to communicate precisely and succinctly to internal and external stakeholders;
- the ability to undertake data analysis (including financial and non-financial data); and
- the ability to manage their own output and work effectively in a team environment.

Primary duties

The Principal Policy Analyst's primary duties include:

- providing authoritative written and verbal advice to the Government, Government agencies and other stakeholders on the Tasmanian Government's procurement framework, including:
 - preparation of high-level briefings, correspondence, reports and submissions, including Ministerial correspondence and Committee papers;
 - representing the Department at meetings and various other forums, as may be required from time to time;
- undertaking research, investigation and analysis into contemporary procurement issues and relevant international procurement obligations, including Free Trade and Government Procurement Agreements;
- contributing to the formulation of policy proposals and the implementation of procurement policy, guidelines, resources, training and advisory services for the effective management of procurement within Government agencies;
- developing effective relationships with stakeholders and providing support and advice to Government agencies regarding general procurement matters, as well as projects of State significance involving major procurement decisions, consistent with the Government's procurement principles;
- the ability to lead small projects and successfully deliver project objectives and outcomes;
- where required, participating in the procurement processes for the whole of government contracts managed by the Branch;
- the administration of, and contribution to, whole-of-government and internal procurement groups and committees; and
- providing supervision and guidance to staff responsible for the maintenance and effective operation the Tasmanian Government [Purchasing](#) and [Tenders](#) websites.

Level of responsibility, direction and supervision

The Principal Policy Analyst will operate with considerable independence in determining priorities, procedures and approach. The Principal Policy Analyst applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. Guidance and instruction from the Assistant Director, Procurement Policy may on occasion be received related to the implementation of recommendations. The Principal Policy Analyst may also manage a small team of employees, and requires significant management skills and expertise to support the operations of a functional area.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates highly developed knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Danielle Harris, Director

Date: 4 November 2021

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).