

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Senior Planning Analyst
<b>Position number:</b>	005083
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 6
<b>Division/branch/section:</b>	Transport Services / Road User Services / Passenger Transport
<b>Location:</b>	Hobart
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Strategic Networks

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### Position Objective

The Senior Planning Analyst will be a key team member involved in contributing to the development and management of Tasmania's public transport network.

The role will be responsible for reviewing public transport networks in our urban and regional areas.

### Major Duties

- Lead the planning and delivery of public transport network reviews including:
  - Implementation of network and service planning principles.
  - Researching and analysing passenger demand, patronage, service levels, timetable and route changes.
  - Identify opportunities for continuous improvement to ensure public transport networks continue to grow and are appropriately managed.
  - Review how changes can be cost effectively implemented.
  - Identify and project manage supporting public transport infrastructure upgrades.
- Provide specialist advice to government on both strategic and operational public transport strategy and infrastructure issues, including managing and contributing to strategic transport policy recommendations in accordance with government strategic direction and priorities.
- Ensure effective working relationships with external stakeholders such as the bus industry, public transport customers and local government and internal stakeholders through regular liaison and communication. Maintain open and constructive communication that is responsive, and actively identifies and resolves issues early.
- Assist in coordinating team activities, this includes coaching and development and providing support and guidance to staff members through a collaborative approach and a shared understanding of priorities and business goals.

## **Scope of Work: (Responsibility, Decision-Making and Direction Received)**

Our team works in a dynamic fast paced environment. In Passenger Transport we provide a safe and responsive passenger transport system for Tasmanians, which supports improved accessibility, liveability and health outcomes for the community.

The occupant will be required to work under general direction and supervision of the Manager Strategic Networks. The occupant is expected to act with a high degree of independence and autonomy in daily activities exercising a high degree of initiative, confidentiality and judgment within established guidelines.

Our team is focused on improving the public transport network and striving for continuous improvement and development. Teamwork, resilience and good communication support the success of our team. We support each other by stepping up and sharing the load. Whilst we are busy we always encourage our team to find a good life balance.

## **Selection Criteria (Knowledge and Skills):**

- Demonstrated skills and experience of passenger transport issues, particularly public transport network and system issues, or the ability to quickly acquire this knowledge.
- High level policy development, research and analytical skills, including proven analysis and data management experience in the use and development of spreadsheet models and the ability to develop clear recommendations supported by evidence.
- Highly developed project management skills with proven ability to manage projects, including the ability to plan, organise and implement projects to deliver high quality outcomes within a given timeframe.
- Strong interpersonal, communication and influencing skills with proven ability to negotiate complex issues and to collaborate, manage and seek out the input of diverse stakeholders.
- Proven self-management skills, including the ability to exercise initiative and good judgement, and work independently and as a member of a team in an environment that is subject to competing priorities, ambiguity and change.

## **Position Requirements**

### ***Pre-employment***

- *Nil*

### ***Essential***

- *Nil*

### ***Desirable***

- *Appropriate tertiary qualifications in a relevant discipline for public transport*

## **Working at State Growth**

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the

delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo)).

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