# Statement of Duties

## Department of Premier and Cabinet

# As at 11 September 2024

Position title: Project Manager – Tasmanian State Service Review

Position number: 003139

Award/Agreement: Tasmanian State Service Award

Classification level: General Stream - Band 8

Division/branch/section: Office of the Secretary

Full Time Equivalent (FTE): 1.0

Location: Hobart

Position status: Fixed-Term

Ordinary hours per week: 36.75

Supervisor: Associate Secretary, Department of Premier & Cabinet

### 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 Office of the Secretary (OTS) provides high level strategic advice on corporate governance, parliamentary and public administration matters as well as support services to the Portfolio Ministers and the Secretary and Head of the State Service and the Associate Secretary. The Division leads the delivery of key Government priorities and provides seamless high quality customer service and support to the Government of the day through the Cabinet Office and to the Executive Council as well as providing corporate support in the areas of finance, human resources, and property and procurement management.

### Position objective:

To coordinate the implementation of recommendations from the State Service Review.

### Duties:

### Provide high level advice to the Government, Secretary, Secretaries Board and agency executives on the implementation of the findings of the State Service Review.

### Undertake high level research and analysis on specific policy issues and contribute to solutions, proposals and recommendations.

### Support the development and implementation of whole of state service policies that progress the Government’s strategic priorities, in collaboration with stakeholders

### Coordinate, implement and monitor initiatives arising from the adopted recommendations of the State Service Review.

### Prepare complex submissions, briefings, correspondence and reports on agency and whole of government issues as they relate to the State Service Review.

### Liaise and consult widely across government on matters relating directly to outcomes of the implementation of the findings of the State Service Review, and other key reform initiatives.

### 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:

The occupant will be expected to liaise, consult and negotiate at a senior management level across government.

Meeting deadlines in a dynamic environment will frequently be required.

The occupant will 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.

### Reporting structure:

This role will report directly to the Associate Secretary; however the occupant will be required to work with significant autonomy.

### Selection criteria:

1. Sound knowledge and understanding of policy development and implementation processes, including practical experience of policy development.
2. Recognition and understanding of the political, social and organisational environment of Government, including an understanding of the short-, medium and long-term issues facing the Tasmanian State Service.
3. Demonstrated capacity to identify, prioritise and coordinate a variety of tasks simultaneously with limited supervision, both as an individual and as part of a team.
4. Sound liaison and oral communication skills, with an ability to advise on complex matters.
5. High level research, and analytical skills, including a demonstrated capacity to think strategically, identify priority issues for attention and develop achievable and practical solutions for Government.
6. Well-developed written communication skills enabling the production of documents that are balanced, logical, accurate, persuasive and client-focussed.

### Desirable requirements:

A tertiary qualification in a relevant discipline.

### Essential requirements:

n/a

### State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=85%2B%2B2000%2BGS7%40EN%2B20130228000000;histon=;prompt=;rec=;term) 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://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=85%2B%2B2000%2BGS7%40EN%2B20130228000000;histon=;prompt=;rec=;term) 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.

### 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.