

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Stakeholder Engagement and Communications Advisor
Position Number:	527771
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Infrastructure - Programming and Delivery
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Manager Stakeholder Engagement
Effective Date:	January 2023
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Experience in stakeholder engagement and/or communications for capital projects in a public sector environment Tertiary qualifications in a relevant field

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide high-level, specialist advice in the areas of stakeholder engagement and communications to support successful delivery of Infrastructure Services capital delivery, asset management and strategic planning activities.

This position will play a pivotal role in the overall success of project activities through development and delivery of organisational communication and engagement activities, including oversight of activities delivered by external consultants.

Duties:

1. Provide high level, authoritative advice to support project teams in development and delivery of engagement and communication strategies across Infrastructure Services projects and programs; including advice on plans developed by external consultants.
2. Recommend appropriate strategies to manage stakeholder issues and oversee the delivery of such strategies.
3. Work collaboratively across Infrastructure Services Group and with key stakeholders in the broader Department to ensure an integrated and consistent approach to delivering stakeholder engagement activities for infrastructure projects and programs.
4. Prepare and/or quality assure a range of materials including stakeholder engagement and/or communications plans, speech notes, presentations, briefing documents and content for a range of media and audiences.
5. Develop, improve, manage and review appropriate systems, policies, processes and procedures to support effective and efficient stakeholder engagement and communication activities.
6. Identify, research, coordinate and support communication activities and opportunities to raise the profile of Infrastructure Services projects and programs with internal and external audiences.
7. Report on the effectiveness of stakeholder engagement and communications strategies.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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.

Key Accountabilities and Responsibilities:

The Stakeholder Engagement and Communications Advisor works under the broad direction and supervision from the Manager Stakeholder Engagement.

The occupant of this position:

- Is responsible for the timely and effective delivery of agreed initiatives, project and program outcomes.
- Will operate considerable autonomy in daily activities, exercising high-level initiative and discretion, to ensure all work carried out is well researched and accurate.
- Will be required to establish their own work priorities to effectively manage a workload of complex projects.
- Will be required to work with the Communications team in the Office of the Secretary to ensure communications strategies and outputs are consistent with agency level directions.
- 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.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.

- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated high level skills and experience in all aspects of stakeholder engagement and/or communications, with a proven ability to develop, manage, implement and report on stakeholder engagement strategies.
2. High level strategic, research and analytical skills with a proven ability to exercise sound judgement, identify and resolve complex stakeholder issues and make sound and appropriate recommendations.
3. High level interpersonal skills, with proven experience in consultation, negotiation and conflict resolution together with the ability to work in a small team and collaborate with internal and external stakeholders.
4. Highly developed writing skills and demonstrated experience producing written strategies, reports, and communication materials. Including the ability to produce high quality material for publication in a variety of formats and styles.
5. High level organisational skills, with the proven ability to problem solve and manage competing priorities in a complex and at times high pressure environment that is subject to change.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health 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 upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#)