

Statement of Duties

Department of Premier and Cabinet

As at 1 September 2024

Position title:	Senior Policy Officer
Position number:	003032
Award/Agreement:	Tasmanian State Service
Classification level:	General Stream - Band 6
Division/branch/section:	Office of the Secretary
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Permanent and fixed term available
Ordinary hours per week:	36.75
Supervisor:	Manager Ministerial and Executive Services

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

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Office of the Secretary profile:

The Office of the Secretary (OTS) reports directly to the Secretary and provides a critical service in supporting the dual roles of the Secretary of DPAC and the Head of the State Service (HoSS). It also administers key programs, processes and services for DPAC's internal clients, DPAC governance bodies, Cabinet, the Premier and Ministers, as well as the Executive Council.

The Division also fulfils whole of government advice and coordination roles. It has three streams: Communications; Ministerial and Executive Services (including Executive Services, Cabinet Office (including the Executive Council Secretariat), Protocol, and the Ministerial Transport Service); and Secretary Support and Workflow.

Position objective:

Undertake project management, research, analysis, and implementation activities in relation to matters involving Heads of Agency, Right to Information reform, Cabinet, Executive Council, executive and Ministerial support, and legislated compliance and disclosure regimes, and undertake assessments of Right to Information requests, as a delegated Right to Information officer.

The role is required to undertake confidential reviews, including staffing, governance or performance reviews.

Duties:

1. Contribute to the development of legislative, policy, framework and procedure documents for a range of key functions and contribute to the team's research, investigation and analysis capacity.
2. Prepare correspondence, reports and briefing notes, including Ministerial, Executive Council and Cabinet documentation, and supporting material, training or procurement related information.
3. As a delegated Right to Information Officer, undertake assessments of right to information requests.
4. Actively contribute to the development, continual improvement and enhancement of legislation, processes and procedures, documents, frameworks to improve the Government's corporate governance arrangements and meet the standards and protocols of the Secretary, Premier, Ministers, Governor and the Government.
5. Confidentially collaborate with stakeholders to facilitate compliance with a wide variety of conventions, while ensuring mandatory and minimum compliance measures are met for key regulatory processes and participants. Research and analyse specific policy, legislative policy and project issues and contribute to solutions, proposals and recommendations that align with the Government's strategic priorities.

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6. Liaise and consult with stakeholders and officers from other spheres of government (Commonwealth, State, and Local).
7. 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:

Issues dealt with can be complex and diverse and can have a direct impact on areas of the Department and Government. An employee at this level is responsible for providing authoritative advice and ensuring that all work undertaken is thorough, well researched, accurate and timely.

In consultation with the Manager, set work priorities and exercise initiative and judgement to effectively achieve tasks within allocated resources and agreed timeframes.

Utmost confidentiality is required in the execution of tasks, particularly as a key liaison point for senior officers in Government Departments, Ministerial Offices, the Office of the Premier and the Executive Council. The occupant is responsible for the provision of an advisory and consultancy service.

Meeting deadlines, revising priorities and exercising discretion and initiative are requirements of this position. Interpreting legislation, guidelines and policy, in consultation with other team members, will also be necessary.

A significant degree of independence of action and autonomy in day-to-day activities in accordance with government and departmental policies, practices and procedures.

The incumbent 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:

Reports to and works under the broad direction of the Manager, Ministerial and Executive Services and supports the Director, Officer of the Secretary.

Selection criteria:

1. Sound knowledge, understanding and experience of project management and policy development, enabling effective management of complex projects or sensitive review processes.
2. Demonstrated knowledge, understanding and practical experience in administrative, legal and governance processes and public sector administration including the functions of executive Government and its agencies and the operation of the Cabinet system, Executive Council and

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Parliament including procedures associated with legislation, committees and other business.

3. High level research and analytical skills including a demonstrated capacity to think strategically, interpret and apply legislation, identify priority issues for attention, and develop achievable and practical solutions for Government.
4. Well-developed organisational skills, including the ability to prioritise workload, manage multiple tasks and tight timeframes, manage small project budgets and liaise with consultants.
5. High level stakeholder management, consultation, negotiation, liaison and conflict resolution skills, with an ability to exercise sound judgement, advise on complex matters to non-specialists and a capacity to persuade others to adopt a particular course of action.
6. Well-developed written communication skills enabling the production of documents that are balanced, well reasoned, logical, accurate, persuasive and client-focussed.

Desirable requirements:

A degree or tertiary qualification; or background or public sector management, or previous experience in a similar field.

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 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 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.

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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.

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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.