

## Tasmanian Electoral Commission

### Statement of Duties – April 2021

<b>Title</b>	Policy and Program Officer
<b>Number</b>	357357
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 4
<b>Output Group</b>	Tasmanian Electoral Commission
<b>Full Time Equivalent</b>	1.0 FTE
<b>Division</b>	Elections and Referendums
<b>Branch</b>	Policy
<b>Supervisor</b>	Senior Policy Officer
<b>Direct Reports</b>	Nil
<b>Location</b>	Moonah
<b>Terms of Employment</b>	Fixed term, full-time until 31 December 2022, 73.50 hours per fortnight. Some intrastate travel may be required.
<b>Position category and funding</b>	Fixed term position. Cost code: R086

## The Department of Justice

### Aim

A safe, fair and just Tasmania.

### Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

## Divisional Information

The purpose of the Tasmanian Electoral Commission is to provide independent, impartial and high-quality electoral services to the people of Tasmania.

Our vision is to maintain confidence in the integrity of Tasmania's electoral processes and make it simple for people to understand and participate.

We have a strong culture of respect, collaboration and integrity within our team, embracing an adaptable and supportive approach to electoral management.

For more information about the Tasmanian Electoral Commission please visit the [TEC website](#)

## About the position

### Objective

This position contributes to the efficient operation of the Tasmanian Electoral Commission by providing policy and research support in relation to electoral issues and to support the development and implementation of a plan to improve access to election services by electors who may encounter challenges due to having a disability and/or diverse cultural and/or linguistic backgrounds.

### Duties

- Conduct research into legal and policy issues and assist with the development of a plan that includes new strategies, policies and procedures to assist electors who may have challenges accessing electoral services
- Consult and liaise with groups or agencies that represent and/or provide services to people with disability and diverse cultural and linguistic backgrounds.
- Provide advice and assistance to the Senior Policy Officer, Electoral Commissioner (EC), Deputy Electoral Commissioner (DEC) and other staff on electoral complaints and queries.
- Provide assistance with the management of the political party register.
- Preparation of briefing material, policy papers, research reports and other material on electoral issues.

### Level of responsibility

The occupant is responsible for:

- the provision of general policy support services for the TEC and contributing to the research, formulation, development and analysis of policy, briefing information and material and is expected to develop and achieve standards and objectives within the general framework of strategic goals.
- conducting work in a safe manner such that it does not put yourself or others at risk.
- complying with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

## Direction and supervision received

- The Senior Policy Officer will provide general direction and routine supervision; however, the incumbent is responsible for the completion of tasks on a daily basis according to established operational guidelines, systems and processes.
- The Policy and Project Officer position is expected to exercise independent decision-making, judgement and initiative, with direction from the Senior Policy Officer. A high level of confidentiality and discretion is expected to be maintained.

## Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. A sound understanding of policy development, review and legislative interpretation processes, together with the capacity to research and contribute to reports, briefs, and other written material.
2. Sound strategic conceptual, research, analytical and creative problem-solving skills, including the ability to understand the political, social and organisational environment.
3. Demonstrated ability to assist with the development and formulation of legislative proposals and policies
4. High level interpersonal skills, including communication, liaison, consultation, negotiation, and conflict resolution skills
5. The ability to quickly acquire a sound knowledge and understanding of electoral systems, processes and legislation
6. Proven self-management skills and the ability to plan, organise and prioritise concurrent tasks to meet deadlines in an environment subject to immutable deadlines, work pressures and change.

## Working environment

This position requires strict political neutrality.

Significant extra hours may be required, mainly during peak election periods.

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;

- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

*DoJ has a zero tolerance approach to violence\*, including any form of family violence. DoJ takes an active role in supporting employees and their families and is committed to providing a workplace that promotes safety and wellbeing of all employees.*

*\*The Department accepts the Tasmanian legal definition of violence.*

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

## Requirements

### Essential requirements

- Nil

### Desirable requirements

- Relevant tertiary and/or legal qualifications
- Political neutrality