

SPECIALIST GOVERNANCE ADVISOR

CORPORATE AND GOVERNANCE DIVISION / PROJECT MANAGEMENT AND GOVERNANCE BRANCH

Why work for us

The work you will undertake is varied and interesting. We contribute to major government activities that improve the wellbeing of Tasmanians and support the Government's management of the State's financial position.

We are a flexible, diverse, inclusive, and supportive workplace with a strong values-based and team oriented culture. For more information about Treasury and what our staff have to say about working for us, visit our website: www.treasury.tas.gov.au/about-us/careers

The position

As a senior member of the Branch, you will provide direct support to the Assistant Director, Project Management and Governance. You will be proactive and initiate and undertake a range of high-level tasks related to the development, implementation and delivery of the Department's risk management and governance frameworks, internal audit and corporate finance services and business continuity planning.

What you will work on

- Lead the establishment and implementation of Treasury's risk management framework, policy and processes and the integration of these into key business processes.
- Promote and enhance an integrated risk management culture for Treasury that supports risk-based planning and decision making.
- Work with others in the Division to manage business continuity planning and arrangements, corporate planning processes and other governance functions.
- Develop and maintain governance policies, procedures and monitoring systems based on analysis of best practice and the regulatory framework.
- Work with the Assistant Director to oversee Treasury's internal audit program to ensure a systematic approach is implemented for the ongoing management and response to audit recommendations.
- Liaise and communicate with a diverse range of internal and external stakeholders, including the delivery of risk and governance workshops, administration of boards and committees, and representing Treasury at various forums as may be required from time to time.
- Perform other allocated duties as required.

Responsibility, direction and supervision

You will operate with considerable autonomy within your specialised activity or unit and provide leadership in the design, development, and operation of activities. You will lead a complex area of work, make sound decisions and determine how to deliver results. You will work effectively with others to promote cooperation, teamwork and understanding in your area of expertise.

You will use your leadership skills and expertise to manage a small team, including mentoring and evaluating performance.

You will display and promote behaviours that are compliant with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Skills and experience

Our selection panel will assess your skills, experience and ability to perform the role using the following criteria:



COMMUNICATE

- Prepare documents to final standard and accurately draft complex material.
- Clearly articulate complex and difficult technical issues to others.
- Represent Treasury in your area of responsibility. Where possible, liaise, negotiate and influence results on difficult issues.



MANAGE OUTPUTS

- Plan, schedule, coordinate and deliver work for your area of responsibility.
- Identify future activities and recommend resources.
- Coordinate the work delivered by the team and promote a client focus.
- Identify strategies to build efficiency and effectiveness in the team.



CONCEPTUALISE/ANALYSE/APPLY JUDGEMENT

- Develop options and recommendations to improve the delivery of complex activities and respond to emerging developments.
- Consistently make good decisions on policy/program delivery within your work area.
- Provide authoritative advice in your area of specialised expertise.



TEAM/LEADERSHIP/BEHAVIOURS

- Lead, motivate, mentor and gain cooperation of others to achieve work unit objectives and promote organisational objectives.
- Resolve conflicts within areas of responsibility and use networks to get results.
- Model highly ethical and professional behaviour that promotes Treasury's values.



TECHNICAL/PROFESSIONAL

- Demonstrate the specialised knowledge, skill and ability required for the role.
- Desirable - a relevant qualification or equivalent experience.

Our values

Treasury strives to create a respectful work environment, free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. Our values guide our behaviour:

INTEGRITY

Builds confidence, trust and self-respect, and is the foundation of open and honest communication.

EXCELLENCE

Challenges us to give our best and brings us recognition.

RESPECT

Recognises the value of us all and the contribution we all make.

CAMARADERIE

Creates a fun and supportive place to be.

PASSION

Inspires us to achieve great things.

All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*). These can be found at www.dpac.tas.gov.au/divisions/ssmo

Hours Per Week: Flexible up to 73.50 hours per fortnight

Supervisor/Reports to: Assistant Director, Project Management and Governance

Direct Reports: Yes

Employment: Permanent

Award/Classification: Tasmanian State Service Award General Stream Band 7

Location: Hobart

Position Number: 724728

Approved by: Susan Peterson, Acting Assistant Director PMG

Date: 09 September 2024