

Principal Policy Analyst

Statement of duties

Position number	723810
Location	Hobart
Division	Revenue, Gaming and Licensing
Branch	Liquor and Gaming
Section	Policy
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Assistant Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The Liquor and Gaming Branch supports the Commissioner for Licensing and the Tasmanian Liquor and Gaming Commission in their regulatory functions under the *Liquor Licensing Act 1990* and the *Gaming Control Act 1993*. The branch also provides advice to government on liquor and gaming policy, collects gaming taxes and forecasts gaming revenue for the State Budget.

Position objective

Working both individually, within the Policy Unit and across the branch, you will undertake complex research and investigations to support the formulation of policy proposals and advice in relation to gaming and wagering, and liquor licensing matters.

The position provides important support to the independent regulatory authorities in the gaming and liquor licensing sector (ie the Tasmanian Liquor and Gaming Commission and the Commissioner for Licensing), as well as supporting the relevant Minister(s) in the development and implementation of policy advice.

In the context of the selection criteria, to be successful in the position applicants will have:

- demonstrated the ability to understand complex issues and identify possible solutions;
- demonstrated the ability to work collaboratively across functional teams;
- demonstrated leadership and initiative when undertaking research and investigations;
- demonstrated the ability to work responsively and to adapt their approach in delivering proposals and advice internally, and to regulatory authorities and government; and
- the ability to communicate precisely and succinctly to internal and external stakeholders.

Primary duties

The Principal Policy Analyst's primary duties include:

- undertaking complex research, investigations and analysis to support the formulation of policy proposals and advice in relation to gaming and wagering, and liquor licensing;
- assisting in the preparation of legislation in relation to gaming and wagering, and liquor licensing;
- assisting in the regulation and administration of gaming and wagering, and liquor licensing through the interpretation and application of the *Gaming Control Act 1993*, *TT Line Gaming Act 1993* and the *Liquor Licensing Act 1990*;
- assisting in the formulation of gaming and wagering, and liquor licensing policy advice;
- preparing briefings, correspondence, reports and submissions to both regulatory authorities and liaise with other officers, agencies and organisations on complex issues as required;
- liaising with Australian liquor and gaming and wagering regulatory authorities as required and maintain awareness of developments and trends in the regulation and administration of liquor and gaming and wagering in Australia;
- representing the Department and both regulatory authorities on working parties and other forums as may be required from time to time; and
- providing input into the work of other units within the Liquor and Gaming Branch.

Level of responsibility, direction and supervision

The Principal Policy Analyst will operate with considerable independence in determining priorities, procedures and approach. The Principal Policy Analyst applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. Guidance and instruction from the Assistant Director may on occasion be received related to the implementation of recommendations. The Principal Policy Analyst may also manage a small team of employees,

and requires significant management skills and expertise to support the operations of a functional area.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

The occupant may be appointed as an inspector under the *Gaming Control Act 1993* and/or as an authorised officer under the *Liquor Licensing Act 1990*.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates highly developed knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Fiona McIntyre, Director

Date: 24 May 2023

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and helping them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. 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*).