

## Statement of Duties

<b>Title:</b>	Principal Strategy, Project and Policy Officer
<b>Number:</b>	005536
<b>Location:</b>	Hobart
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 7
<b>Reports to:</b>	Chief Executive Officer
<b>Employment conditions:</b>	Permanent

### ORGANISATIONAL OBJECTIVE:

Macquarie Point Development Corporation is Hobart's premier urban renewal project that will see a 9.3Ha former industrial site revitalised into an exciting destination.

Macquarie Point Development Corporation is a statutory authority and state agency, charged with planning, facilitating and managing the remediation, reuse and long-term development of Macquarie Point. The Corporation was established and is governed by the *Macquarie Point Development Corporation Act 2012*. Our work is overseen by a Board, comprising the Chairperson, CEO, and between three and six directors appointed by the Governor on the recommendation of the Minister for State Development, Trade and the Antarctic.

### Position Objective

The key functions of this role will be to lead both the central coordination tasks of the Corporation and to lead and support the development and management of policy, project and strategy initiatives consistent with the Corporation's priorities. The role also provides advice on emerging and ongoing matters and will represent the Corporation in a variety of internal and external forums.

### Major Duties

1. Lead and develop policy, advice, strategies and proposals to support the Corporation's effective and responsible execution of its strategic, statutory and development responsibilities.
2. Undertake complex strategy, policy and program development and management across the Corporation's breadth of work, supported by relevant considerations and analysis.
3. Represent the Corporation as required and deliver timely, relevant and authoritative policy and project advice on matters of strategic priority to the Corporation.
4. Plan and manage the delivery of projects using appropriate management tools and techniques to ensure milestones are achieved and outcomes delivered on time and within resource constraints.

5. Prepare official correspondence and written materials including: board papers, minutes, briefing papers, reports, governance, planning and project delivery options as required to support planning and delivery of the Corporation's objectives and functions.
6. Establish and build productive working relationships with key internal and external stakeholders to ensure effective engagement, and where relevant, that consultative processes and objectives are achieved within time constraints.
7. Allocate and monitor the work undertaken by direct reports and/or project team members, ensuring that expectations are clear with regard to the proposed tasks, agreed standards of delivery, timelines and expected outcomes.
8. In conjunction with the broader team, actively engage and contribute to the development of policy initiatives, project management and business practices that enhance the quality of the Corporation's outputs. This includes by participating in team discussions, networking and contributing ideas for improving work approaches consistent with the Corporation's objectives.

### **Level of Responsibility, Direction and Supervision**

Under the general direction of the CEO, the role is accountable for ensuring that work undertaken is well planned and produced to a high standard in an accurate and timely manner consistent with the Corporation's priorities, policies, roles and responsibilities.

The role exercises professional judgment to ensure that competing and conflicting business priorities are met within agreed timeframes.

The role is multi skilled in nature to meet business needs. The occupant must be flexible in the scope and range of activities performed to ensure that the Corporation achieves its objectives – notably, providing quality and strategically focussed advice on policy initiatives and leading the development and implementation of key projects that support the Corporation's priority deliverables.

### **Performance Management**

The Corporation's performance management framework is designed to support its business planning process and provide a clear link between the incumbent's performance and development and the achievement of the Corporation's strategic direction.

The performance assessment will be based on key contributions and achievements against the annual performance agreement, which will incorporate an assessment of demonstrated capability against the strategic objectives and values of the Corporation.

### **Selection Criteria**

The position objective and major duties contained in this Statement of Duties must also be used to assist in the interpretation of these Selection Criteria.

1. Proven ability to lead the formulation of complex strategic and policy responses, including the ability to think strategically, exercise sound judgement and devise innovative and

implementable solutions and recommendations that support delivery in the environment in which the Corporation operates.

2. Demonstrated understanding of experience of project management approaches, and ability to manage a variety of potentially competing tasks and projects in a high-pressure environment characterised by ambiguity and change and to deliver agreed business outcomes, including managing the input of others.
3. High level of adaptability, flexibility and autonomy, including the ability to work across a variety of issues and topic areas.
4. High-level interpersonal and relationship management capability, encompassing the ability to manage complex consultative processes, resolve conflict and conduct negotiations that foster and develop key stakeholder partnerships, and the demonstrated ability to represent the division and/or department at a senior level.
5. Highly developed written communication capability that results in the production of clear, concise and accurate written advice targeted to internal and external audiences.

## **Requirements**

### **Essential**

Nil

### **Desirable**

Tertiary qualifications in a related discipline.

## **WORKING ENVIRONMENT:**

We work together collaboratively and openly to contribute to the Corporation's sense of community and connection both within and outside the organisation, and to deliver our objectives. Listening to and respecting views, acting on what we hear and delivering a timely and positive outcome is important to our team.

## **OUR VALUES**

### **INTEGRITY**

- We are transparent, honest and respectful in all of our dealings, both within the team and with stakeholders.
- We are professional and take responsibility for our actions.

### **COMMUNITY**

- We keep our community and stakeholders at the centre of everything we do.
- We value community input and recognise its importance in defining Macquarie Point.

### **INNOVATION**

- We lead change by thinking innovatively to solve problems and produce optimal outcomes.

- We work to make a difference in our community by delivering a world-class precinct through vision, influence and action.

## **State Service Principles and Code of Conduct**

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees are expected to read these and ensure they understand their responsibilities.

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## **Work health and safety and workplace diversity**

The Corporation is committed to high standards of performance in relation to Work Health and Safety, diversity and equal employment opportunities. All employees are expected to help maintain a safe working environment, as well as practising, promoting and upholding the principle of fair and equitable access to employment/promotion, personal development and training, and the elimination of workplace harassment and discrimination. The Corporation is a smoke-free environment.

Anne Beach  
Acting Chief Executive Officer

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Approved

Date: 20 September 2023