

Ministerial and Executive Services Officer

STATEMENT OF DUTIES

MAY 2021

Number	Generic
Portfolio	Ministerial and Executive Services
Branch	Office of the Secretary
Section/Unit/School	N/A
Supervisor	Manager Office of the Secretary
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Context

The Office of the Secretary operates in a time critical environment with significant pressures arising from tight deadlines. The information dealt with is broad based, varied and often complex, and the accurate assessment of the political sensitivity of matters arising is crucial. Key functions include assisting with the timely and efficient co-ordination of the information and document flow, both within the Department, and between the Department and the Minister's Office.

Primary Purpose

Provide a comprehensive level of ministerial and executive co-ordination and operational support to the Office of the Secretary, together with contributing to efficient communication and stakeholder engagement activities to support departmental and ministerial staff in relation to matters involving the Minister for Education and the Department of Education Executive Team.

Level of Responsibility/Direction and Supervision

The occupant is responsible for the provision of a comprehensive level of administrative co-ordination and support to the Office of the Secretary including the provision of high-level advice to departmental and ministerial staff, including process requirements.

The occupant will receive general direction from the Supervisor and is expected to exercise considerable judgement and initiative in the management and completion of tasks.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide high level administrative co-ordination and support to the Office of the Secretary.
2. Manage the timely, efficient and effective flow of departmental and ministerial correspondence, information and documentation, including operating, updating and maintaining internal correspondence tracking and other information systems, and quality assurance of documentation.
3. Initiate and undertake research into general queries, departmental practices and policies and related issues and provide a range of associated high-quality documentation and advice as required.
4. Provide advice to schools, colleges and other sections of the Department particularly in relation to issues involving departmental and ministerial correspondence, and government and parliamentary polices and processes.
5. Provide administrative support for a range of whole-of-government matters such as Cabinet, community forums and government boards.

6. 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.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated well developed administrative and information management skills and experience including the use of contemporary information management systems.
 2. Demonstrated research and writing skills including the ability to prepare associated high-quality documentation, with a demonstrated capacity to identify priorities and the ability to meet deadlines.
 3. Proven interpersonal skills with the ability to interact and liaise with staff and clients at all levels, provide advice and support and maintain a high level of confidentiality.
 4. Personal attributes of flexibility, self-motivation, judgement and attention to detail, together with the ability to work effectively in a small client focussed team in a dynamic environment.
 5. An understanding or the ability to acquire knowledge of government agencies, ministerial offices, and government and parliamentary policies and procedures.
 6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| Essential | <ul style="list-style-type: none"> • Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none"> • Nil |

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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 must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Workforce and Personnel Services
– May 2021
Request: 493440, 499610, 7004239, 7009147, 7021213

Date Duties and Selection Criteria Last Reviewed: 05/21 VRH
