

Department of State Growth

Statement of Duties

Position Title:	Industry Liaison Officer
Position number:	961902, 961903
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Industry and Business Development/Workforce Development and Training
Location:	Statewide
Employment status:	Flexible
Supervisor:	Manager Workforce Policy and Programs

Position Objective

As a senior member of a client-focussed team in the Workforce Development and Training Division, this position will provide high level government services, stakeholder engagement, research and analysis in relation to the Tasmanian workforce development and training system. This position will deliver high level services to employers, industry, regional and community organisations, learners and training providers.

Major Duties

- Establish and foster productive relationships with external stakeholders, other Government agencies (both State and national) and provide advice on workforce development priorities for vocational education and training to inform the development of government subsidised training programs.
- Manage the design, development, implementation and delivery of workforce development programs and government subsidised training programs and services, including the preparation of project/program plans, tender documentation, contracts, procedures and budget resource allocation. Consult with senior management, other Government agencies, employers, industry, regional and community organisations, learners and training providers in the continued development of workforce development and training programs, services and initiatives.
- Facilitate strategies to continue to engage with industry, employer and training service providers to maximise Tasmanian workforce outcomes through a model of shared responsibility and investment.
- Facilitate employer and industry understanding of, and access to the vocational education and training system
- Assist the Manager with the process and review of outcome based evaluation procedures to determine the progress, performance and future design of the Tasmanian workforce development and training system.

- Prepare high level written work and correspondence which may include: Ministerial correspondence, Minutes, Cabinet documentation, reports, briefing material and conduct presentations for the Department's senior management. This may include the preparation of responses for government and intergovernmental inquiries and replies to Ministerial and stakeholder requests.
- Facilitate relevant Tasmanian industry's participation in the development of National Training Packages through the current Australian Industry and Skills Committee (AISC) mechanisms and provide advice to government, as needed, on industry and community stakeholder's perspectives.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The specific duties of the Industry Liaison Officer may vary over time depending on the priorities of the Agency and the business needs of the Branch.

This position works under broad supervision from the Manager and supports the work of the Division on industry and business development, workforce development and skills.

The position maintains effective and sensitive relationships with internal and external business stakeholders and training providers and with other government departments, including Commonwealth departments.

The key performance assessment criteria for these roles and any associated programs and projects will be focused on a client centric approach and strong relationship management that achieves outcomes for internal and external clients.

These positions are responsible on a task, program and/or project basis for negotiating and coordinating specialist contributions to high level reports, briefings and other ministerial advice.

Selection Criteria (Knowledge and Skills):

- High level interpersonal, client service and relationship management skills that engender increased capacity for engagement and participation in the Tasmania workforce development and training system.
- High level oral and written communication skills, and analytical, strategic and conceptual skills with proven ability to analyse and formulate public policy documents, provide appropriate briefings, and produce quality documents for a wide variety of audiences that are clear, accurate and concise.
- Demonstrated capacity and understanding to manage projects, processes and policy in the administrative, political and social context in which the Department operates.
- Demonstrated high level knowledge and understanding of training (vocational education and training) and workforce development systems including, performance monitoring and evaluation.
- Demonstrated ability to use initiative to work autonomously to deliver own outputs, using planning, organisation and prioritisation, and to use judgement to collaborate effectively and appropriately with colleagues within the Department of State Growth.

Position Requirements

Pre-employment

- Nil

Essential

Evidence of the following must be provided prior to appointment to this role:

- A current drivers licence

Desirable

- Tertiary or industry qualification or comparable experience

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

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 (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
