



Statement of Duties

| | |
|------------------------------|---|
| Position title: | Director Corporate Support and Strategy |
| Vacancy number: | 356519 |
| Award/Agreement: | Tasmanian State Service Award |
| Classification level: | General Stream Band 8 |
| Employment status: | Permanent Full Time – 36.75 hours per week (flexible) - Talk to us about how this could work for you. We are open to considering a range of flexible work options including part-time hours |
| Location: | Hobart |
| Business unit: | Corporate Support and Strategy (CSS) |
| Reports to: | Deputy Auditor-General |
| Direct reports: | CSS staff |

It is strongly recommended when applying for positions with the Tasmanian Audit Office (Office) that this document is read in conjunction with the Applicant Information Kit.

Purpose of position

The Director CSS is responsible for leading and managing a small multi-disciplinary team to deliver corporate services that enable the Office to meet its objectives. This includes governance, human resource, information management, technology and communications, procurement, risk, finance, and facilities services. The role provides timely, expert advice to the Auditor-General and senior executive team to facilitate effective decisions. The role is responsible for effective management of service level agreements with third party providers of transaction processing and ICT platforms.

Nature and scope (level of responsibility)

The small size of the Office and the small number of people in corporate support roles (all managed by this position) mean that this is a multi-faceted role requiring high level management experience and knowledge.

Key duties

1. Lead and manage the delivery of corporate services that enable the Office to meet its organisational objectives, including the delivery of governance, human resource, information management, technology and communications, procurement, finance, and facilities services.
2. Lead and manage a small multi-disciplinary team, including providing direction, work allocation, professional development and performance management to ensure that staff deliver high quality outcomes and develop the capabilities to meet current and future organisational needs.
3. Participate as an adviser to the Office's Executive and member of the senior leadership team contributing to organisational strategic planning, decision making, and continual improvement to efficiently and effectively deliver programs that support organisational priorities.
4. Build and develop relationships with key external stakeholders to support efficient and effective service provision, communication and collaboration regarding strategic issues.

Performance is measured against Key Performance Indicators that are developed and agreed to for each role in the Office and documented in annual Business Unit and Performance Plans.

Selection criteria (key competencies)

Please refer to the document titled "Applicant information kit" for advice on how to address the selection criteria.

1. Customer analysis and partnership

Creating, developing and implementing strategies for longer term relationships with customers and others.

2. Influences and impacts

Taking a leading and active role in shaping the agendas of discussions, what is being sought from interactions and how this can be achieved. Gaining acceptance and commitment from a wide range of people on matters that have major significance within and outside of the Office.

3. Empowers and builds capability

Helping staff to understand the Office's Vision and Business Goals and providing them with the necessary responsibility and authority to turn these into tangible results.

Strengthening knowledge, skills and behaviours by providing advice and support and, in collaboration with staff, development activities.

4. Strategic decision making

Exploring, identifying, analysing, conceptualising and evaluating information, trends, options, and opportunities. Applying the decisions that result from this in a strategic manner reflecting a sound understanding of the total environment that the business operates in.

5. Leads change

Inspiring others to embrace change and, by providing constructive and positive leadership during difficult change periods, facilitating the implementation and acceptance of change. Providing a role model for change.

6. Strategic planning

Translating knowledge of our operating environment and the Office's Vision into robust strategic plans and directions that meet organisational goals while minimising or allowing for risks.

7. Technical management and leadership (Seasoned professional – expert)

Applying extensive experience and knowledge to provide authoritative advice on an area of speciality or manage it or a major aspect of it. Identifying (or providing guidance to others to do so) key issues, ratios, patterns, inconsistencies, trends and opportunities.

It should be noted that the above key competencies have equal weighting for assessment purposes. The essential qualifications and requirements must be met. You should not be discouraged from applying if you do not meet the desirable requirements, as you would not be precluded from appointment to the position, provided all of the key competencies and essential requirements are met.

Essential qualifications and requirements

The Head of the State Service has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following; Arson and fire setting; Violent crimes and crimes against the person; Sex-related offences; Crimes involving dishonesty; Crimes involving deception; Making false declarations; Malicious damage and destruction to property; Crimes against public order or relating to the Administration of Law and Justice; Crimes against Executive or the Legislative Power; Crimes involving Conspiracy.
2. Disciplinary action in previous employment check.
3. Identification check.

Desirable qualifications and requirements:

A tertiary qualification at degree level in a relevant discipline from a recognised tertiary institution.

Five years' experience in the relevant discipline and/or in management.

Experience as a user or system administrator in the TechnologyOne suite of products.

Driver's Licence.

Criteria for advanced assessment point:

Refer to the [Salary Progression Guidelines](#) and relevant Office policies.

On the attainment of the criteria for the advancement assessment point the employee will be assigned duties with greater responsibility that conform with the classification descriptors for the Band.

Special requirements

Significant out of hours work may be required at times.

Generally, periods of leave will not be granted from July to October.

May be required to undertake intrastate/interstate travel.

May be assigned to other locations within the Office to perform work of a similar nature.

Environment and context

Employment in the State Service is governed by the *State Service Act 2000*. Employees should familiarise themselves with the State Service Principles (view at the [Tasmanian Legislation](#) website) and must work to ensure the Principles are embedded into the culture of the Office and that the Principles are applied to decision making and activities.

The State Service Code of Conduct (view at the [Tasmanian Legislation](#) website) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service. In addition, employees of the Office are required to act in accordance with the Guide to Conduct and Statement of Values of the Office, and sign an agreement indicating that they understand this requirement.

The Office promotes equity in employment. It provides workplaces that are free from discrimination and it recognises and utilises the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the job.

The Office is committed to high standards of Work Health and Safety and all employees are expected to maintain safe working conditions and practices in accordance with their responsibilities under the *Work Health and Safety Act 2012*. Smoking is prohibited in State Government workplaces and vehicles.

Employees can expect to work extensively with screen based equipment in accordance with the Office’s Privacy and Information Management policies. All employees are responsible and accountable to create records according to the business needs and business processes of their business unit that adequately document the business activities in which they take part. They must register documents in an approved Business Information Management System. Information should be accessed for legitimate work purposes only. All employees must not destroy delete or alter records without proper authority or remove information, documents or records from the Office without permission.

Approval

| | | |
|---|--|---|
| Prepared by: Jonathan Wassell | Classification approved by: Jonathan Wassell | Statement of duties approved by: Jonathan Wassell |
| Title: A/Auditor-General | Title: A/Auditor-General | Title: A/Auditor-General |
| Date: 26 April 2024 | Date: 26 April 2024 | Date: 26 April 2024 |