

Assistant Director

Statement of duties

Position number	724469
Location	Hobart
Division	Economic and Financial Policy
Branch	Shareholder Policy and Markets
Section	
Award	Tasmanian State Service Award
Classification	General Stream, Band 8
Immediate supervisor	Director
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

Branch responsibilities

The primary responsibilities of the Branch are to:

- manage the State's interest in the Government-owned business sector and ensure a strong governance regime. Specifically:
 - Ownership: advising on strategic business issues including investment, divestment, diversification opportunities and restructuring issues and corporate alignment with Government objectives;
 - Performance Monitoring: analysing and reporting on Corporate Plans, quarterly, half-yearly and annual reports and performance against targets; and
 - Governance: advising on improvements to corporate governance, including director appointments and governance best practice; and
- interact with the international credit rating agencies.

The policy issues addressed by the Branch are inherently complex involving multiple stakeholders with a range of perspectives. Policy development needs to be theoretically sound leading to workable and best practice outcomes.

Position objective

The Assistant Director, as a senior member of the Shareholder Policy and Markets Branch, will take a lead role in defining the long-term strategic direction and policy framework in relation to the State's interest in the Government-owned business sector and the development of the State's infrastructure. The Assistant Director will identify and respond to emerging, strategic issues and ensure the effective and timely delivery of Branch outputs.

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

- an ability to apply expertise to complex issues and reform initiatives that span multiple sectors and disciplines, and identify practicable solutions that can be implemented at a whole-of-government and/or industry level;
- an ability to influence strategic outcomes and stakeholders across whole-of-government and the Government business sector and assist in defining long-term strategic direction in a high pressure environment;
- an agile and adaptive approach, able to respond positively to unexpected challenges and changing priorities;
- excellent and well-rounded communication skills; and
- provide leadership and direction in a team based environment and manage resources to deliver outcomes in accordance with the position objective.

Primary duties

The Assistant Director's primary duties include:

- providing strategic policy advice on issues relating to the Government business portfolio including:
 - reviewing legislative, structural, regulatory and governance arrangements;
 - reviewing strategies, plans and the financial performance of Government businesses; and
 - initiating and directing research, investigations and analysis to enable the development of high quality advice on policy, operational, technical and/or legislative matters.
- developing and implementing policies to achieve the Government's objectives for the Government business sector;
- connecting with key stakeholders, including senior members of other agencies and Government businesses, while being sensitive to their needs in order to develop and deliver the objectives of Government in regard to the long-term strategic direction for the Government business sector. This may include
 - working through complex issues;
 - attending key external forums;
 - preparing high level communications; and
 - delivering information to stakeholders.
- remaining abreast of developments in the operating environment in the industry sectors that the Government businesses operate to identify and respond to emerging issues;
- proactively managing projects to ensure the successful delivery of objectives and outcomes, often under tight timeframes;

- preparing and delivering of high quality briefings, correspondence, reports and submissions on complex and technical issues; and
- taking a lead role in the efficient management of designated resources within the work area to ensure that work objectives are completed in a timely manner and to a high standard.

Level of responsibility, direction and supervision

The Assistant Director will operate with considerable autonomy according to government policy and broad corporate objectives. This Assistant Director leads a complex functional or program unit and develops program strategies, policies and operational approach. The outcomes of the functional or program activities have a direct and significant effect on the achievement of organisational objectives. The Assistant Director manages stakeholders and employees, and requires significant management skills and expertise to promote co-operation, teamwork and understanding in undertaking demanding and complex work.

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.

Selection criteria

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

1. Communication

Demonstrates capacity to: prepare written material to final standard, and assist others to prepare final material; clearly articulate highly complex and difficult issues to staff and stakeholders; and represent Treasury at a senior level to influence outcomes both internally and externally on complex matters.

2. Output management

Demonstrates capacity to: define, plan, schedule and deliver work for area of responsibility; monitor work unit output to ensure effective client focus and achievement of desired outputs; use appropriate delegation to ensure ongoing development and sustainability of the work unit; and identify improvements to work unit functions and organisational efficiency.

3. Conceptual, analytical and judgement

Demonstrates capacity to: identify, define and develop options and recommendations for complex policy and program delivery, and recommend solutions to unusual or emerging problems; consistently make good decisions on complex policy and program delivery within a functional area using limited information, while under pressure; and provide definitive advice and recommendations directly to Head of Agency.

4. Leadership and people skills

Demonstrates capacity to: lead, motivate, coach and gain co-operation of others across Treasury in achieving complex objectives at the Branch, Division and Departmental levels and improve established methodologies; take responsibility for resolving conflicts in relation to the broad functional area and uses networks to obtain results; and model a high standard of professional and ethical behaviour that aligns with and promotes Treasury's values.

5. Technical and professional*

Demonstrates highly developed knowledge, expertise, skill and ability, in relation to the role.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

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

Approved: Jodi Wilcox, Director

Date: 2 May 2019

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 supporting 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*).