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| Department of Health and  Tasmanian Health Service Statement of Duties | 2011-03-07 - 2010_TAS_Gov_Logo |
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| Position Title: Project Support Officer | **Position Number:** 525179 | Effective Date: August 2020 |
| Group: Community, Mental Health and Wellbeing – Aero-medical and Retrieval Unit | | |
| Section: Ambulance Tasmania | **Location:** | |
| Award: Health and Human Services (Tasmanian State Service) | **Position Status:** Fixed Term | |
| **Position Type:** | |
| Level: Band 5 | **Classification:** General Stream | |
| Reports To: Project Manager, AMR Fixed and Rotary-Wing Contracts | | |
| Check Type: Annulled | Check Frequency: Pre-employment | |

#### Focus of Duties:

Reporting to the Manager, AMR Fixed and Rotary Wing Contracts, the Project Officer is responsible for assisting in the delivery of project outputs relating to the AMR Fixed and Rotary Wing Contracts Project (the Project). The Project Officer will:

* Provide project management and procurement services, as part of a multi-disciplinary team
* Build and maintain key stakeholder relationships to support the implementation of project objectives
* Ensure the Project and project outputs and outcomes are aligned with Agency policies and processes
* Provide administrative support for the Project.

**Duties:**

1. Develop project management documentation, with direction, including project plans, communication strategies, change management processes, risk and issues registers, and other documents relevant to the Project.
2. Prepare high level correspondence, project reports and submissions for senior management, the Minister and Cabinet and other stakeholders as required.
3. Establish and maintain effective relationships with key stakeholders to support the achievement of good outcomes for the project and wider organisation.
4. Provide administrative support for the Project Steering Committee and Working Group.
5. Provide support and coordination to ensure that project activities are aligned to Agency policies, core business functions and relevant legislation, including identifying issues and supporting meetings and negotiations.
6. Undertake research on a range of matters relevant to the Project, as directed.
7. Prepare procurement documentation for issue to internal and external stakeholders, consultants and service providers.
8. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. 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.

**Scope of Work Performed:**

The Project Officer will work under broad direction from the Manager, AMR Fixed and Rotary Wing Contracts and members of the Project team.

The Project Officer is expected to:

* Exercise initiative, sound judgement and self-motivation
* Work autonomously to deliver specified project outputs
* Perform the duties allocated consistent with AT’s organisational values and will promote and support those values in the workplace.
* Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Health Care Workers within Ambulance Tasmania are expected to comply with the Ambulance Tasmania Clinical Staff Immunisation Policy. This position is a designated Category B position.

**Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

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

* 1. Conviction checks in the following areas:

1. crimes of violence
2. sex related offences
3. serious drug offences
4. crimes involving dishonesty
   1. Identification check
   2. Disciplinary action in previous employment check.

**Selection Criteria:**

1. Sound contemporary project management knowledge and experience, planning and organisational skills.
2. Sound knowledge, understanding and application of Tasmanian Government procurement processes.
3. High level written skills, including the demonstrated ability to research information and produce high quality documents in a variety of communication formats for a range of target audiences.
4. Demonstrated evidence of highly developed interpersonal and oral communication skills, including the ability to build productive relationships with stakeholders and effectively communicate and resolve issues under general direction.
5. An understanding of and a demonstrated commitment to a team approach, together with demonstrated capacity to exercise independent judgement and initiative.
6. Demonstrated understanding of, or experience working in, an emergency service environment, or a work environment, which is subject to political expectations, change and strict deadlines.

#### Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act* *2000* and the Employment Directions can be found on the State Service Management Office’s website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management*: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency’s fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency’s policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.