

# Department of Communities Tasmania

## STATEMENT OF DUTIES

|                                |   |
|--------------------------------|---|
| <b>Position Title</b>          | Project Officer – Disability Services Act Review                                      |
| <b>Position Number</b>         | 526322  |
| <b>Division/Branch/Section</b> | Disability Services Policy and Programs<br>Housing, Disability and Community Services |
| <b>Award/Agreement</b>         | Health and Human Services (Tasmanian State Service)                                   |
| <b>Classification</b>          | General Stream Band 6   |
| <b>Position Status*</b>        | Fixed-term  |
| <b>Position Type*</b>          | Full-time   |
| <b>Location</b>                | South   |
| <b>Reports to</b>              | Project Manager – Disability Services Act Review                                      |
| <b>Check Type</b>              | Annulled  |
| <b>Check Frequency</b>         | Pre-employment  |

*\* The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

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## About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

Communities Tasmania creates an environment where children's safety and wellbeing is the centre of thought, values and action - we are responsive to the needs of families and communities that we engage with. We are a child safe organisation that puts the safety of children and young people first, creating a culture, adopting strategies and taking action to promote child wellbeing and prevent harm to children and young people.



## Primary Purpose

The objective of the Project is to deliver a contemporary Disability (Services) Act that aligns with the role of the Tasmanian Government in supporting Tasmanians with disability, supporting the delivery of high quality and safe services for people with disability and supporting National and International commitments.

The Project Officer will provide support to the delivery of the Review of the Disability Services Act (DSA) and the establishment of a Tasmanian Disability Commissioner.

## Primary Duties

1. Undertake duties which contribute to the successful delivery of the Project Business Plan and other supporting project documentation for the DSA Review Project.
2. Work collaboratively with other team members on the development, implementation and monitoring of the project plan.
3. Undertake specific projects to ensure that milestones, key performance indicators and project activities align with those identified in the project plan and other project documentation.
4. Work collaboratively with other team member to identify, develop and maintain effective relationships with all key stakeholders.
5. Undertake research and analysis where applicable including review and monitoring of applicable international, national and local examples of best-practice frameworks, guidelines and procedures applicable to the DSA.
6. In collaboration with other team members and under direction, prepare high level briefings, reports, plans, business documentation, submissions, communication materials and correspondence.
7. Consult, liaise and develop productive relationships with stakeholders on project related activity to ensure delivery of the project outputs.
8. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that will ensure Communities Tasmania is a child safe organisation including reporting, record keeping and information sharing obligations.
9. 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.



10. 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.

### **Level of Responsibility, Direction and Supervision**

Under the broad direction of the Project Manager, the Project Officer will support the DSA Review Project within a specialised environment and is required to:

- Work independently and exercise a high degree of judgement and function without the necessity for any day-to-day supervision.
- Consult and work with the Project Manager, and stakeholders across all areas of DCS, the Agency, Tasmanian State Service and other project stakeholders.
- Demonstrate a high level of initiative in identifying issues and initiating action to support project objectives whilst maintaining high standards of quality, accuracy and timeliness.
- Support the Project to ensure the project is implemented within timeframes outlined in the Project Business Plan.

### **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:
  - a) crimes of violence
  - b) sex related offences
  - c) serious drug offences
  - d) crimes involving dishonesty
  - e) serious traffic offences (*if Driver's Licence is an essential requirement*)
- 2 Identification check
- 3 Disciplinary action in previous employment check.



## Selection Criteria

1. Demonstrated ability to think strategically, be analytical and creative, and to understand the complex organisational, social, economic, and political factors that impact on and inform project and policy development, and implementation.
2. Demonstrated high level ability and experience in research and content analysis, including the capacity to analyse diverse and complex information, summarise and communicate findings.
3. Demonstrated high level verbal and written communication skills with the ability to clearly convey ideas and information, prepare complex documentation including high level correspondence, project documentation, briefings, and reports.
4. Demonstrated problem-solving skills, including the capacity to exercise sound judgement to identify issues, prioritise issues for attention and develop acceptable solutions.
5. Demonstrated stakeholder management experience and proven ability to develop, establish and nurture relationships with diverse project stakeholders.
6. Demonstrated high levels of personal resilience, flexibility, perseverance and coping skills and ability to work as an effective member of a high performing team, including the ability to provide advice and support to other team members, as well as the ability to work under pressure.
7. Demonstrated high level experience or knowledge of the disability services, disability legislation, inclusion of people with disability, disability quality and safeguarding environments, or the ability to acquire such knowledge.

## Values and Behaviours

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



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have 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.



Communities Tasmania does not tolerate violence, especially violence against women and children.

*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:* Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the 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 Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is 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 manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has 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 the Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency 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 Communities Tasmania 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:* Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.