

Department of State Growth

Statement of Duties

Position Title:	Policy Analyst
Position number:	372527
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Group/Division/Branch:	Infrastructure Tasmania
Location:	Hobart
Employment status:	Permanent
Supervisor:	Principal Policy Analyst, Infrastructure Tasmania

Position Objective

Support Infrastructure Tasmania to provide authoritative policy advice to Government in relation to the Department's key portfolio interests across road, rail, sea and air transport. The incumbent will do this by undertaking research and analysis to inform transport systems policy and strategy.

Major Duties

- Research and analyse policy issues and contribute to developing policy advice, proposals and recommendations.
- Assist with coordinating, implementing, and monitoring initiatives arising from government policies, including National Cabinet priorities.
- Build strong working relationships and liaise with internal and external stakeholders on policy and project implementation matters.
- Prepare written advice and correspondence, which may include Ministerial correspondence, Minutes, Cabinet documentation, briefing material, supporting material for legislative packages, meeting papers, reports and submissions.
- Monitor and analyse general developments in relation to transport infrastructure and freight transport.
- Access, analyse and interpret freight data to provide information for use within Infrastructure Tasmania and externally.
- Contribute to and maintain data management systems, including data entry and data validation.
- Provide secretariat support to committees and project teams and general high-level administrative support when required.
- Attend teleconferences, meetings and working groups, as required.

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

Under the general direction of the Principal Policy Analyst, the position exercises initiative and operates with autonomy ensuring that work undertaken is thoroughly researched, well planned and produced in an accurate and timely manner. The role is faced with balancing a range of competing and conflicting work priorities that are regularly impacted by non-negotiable deadlines. This necessitates the occupant to engage with and effectively manage client expectations.

Keeping abreast of current and emerging trends, policy and legislative reforms is of critical importance as the role deals with stakeholders across a broad range of issues. In this context, the capacity to effectively communicate with people across and external to the organisation is key to success. It is an expectation that a professional 'can do' approach is achieved with authoritative advice being delivered.

The role is multi skilled in nature and the occupant must be flexible in the scope and range of activities performed to ensure that the Division achieves its objectives. This is key to the delivery of quality and strategically focussed policy initiatives that support performance and improvement across the Agency.

Selection Criteria (Knowledge and Skills):

- Demonstrated experience in working within a policy or strategic planning environment, including an understanding of evidence-based policy and planning, and an ability to think strategically.
- Well-developed written and verbal communication skills.
- Demonstrated research and analytical skills, including experience in analysing and presenting data in a way that is understandable to non-specialists. Demonstrated self-management skills, including the ability to plan, organise and prioritise tasks and meet timeframes.
- Proven interpersonal skills, including the ability to work effectively with a range of stakeholders and build and maintain productive working relationships.

Position Requirements

Pre-employment

- Nil

Essential requirement:

- Nil

Desirable

- Experience in the use and application of basic spatial analysis tools and techniques, or an interest in acquiring these skills.

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)
