

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Project Manager - Policy and Research
<b>Position number:</b>	425365
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 6
<b>Division/branch/section:</b>	Culture, Arts & Sport / Operations & Client Engagement
<b>Location:</b>	Hobart
<b>Employment status:</b>	Flexible
<b>Supervisor:</b>	Manager Operations and Client Engagement

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### Position Objective

Provide policy analysis, high level stakeholder consultation and engagement activities and advice to support the department's Culture, Arts and Sport (CAS) division.

Identify and respond to research and consultation opportunities, develop evidenced-based policy and program design advice which will focus the future activities of the division in its support of government commitments and priorities.

### Major Duties

- Undertake policy research and analysis and prepare advice to support the Deputy Secretary, the Department's Ministers and Secretary.
- Undertake intra and inter-agency and sector consultation to ensure the development of policy and strategy advice that is comprehensive, authoritative and evidence based.
- Assess and respond as appropriate to research requests for internal and external stakeholders in collaboration with the business units and project officers within CAS.
- Undertake research, analysis and interpretation of information and assist in the preparation of proposals, reviews, feasibility studies and in the development of recommendations.
- Coordinate meetings of internal and external committees, working groups and forums, setting agendas and logistics management.
- Undertake the preparation of Ministerial briefings, Board and Cabinet submissions and other documentation, as required.
- Represent the department on committees and in other forums as required.
- Undertake other projects and tasks as required, working collaboratively with other members of the Operations and Client Engagement team and the division.

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

The Project Manager – Policy and Research will actively contribute to the provision of authoritative policy analysis, and advice on arts, cultural and sport and recreation issues.

The occupant is responsible for ensuring that all work carried out is rigorous, well researched, accurate and timely, with the highest level of technical competency.

The occupant is required to liaise and engage with internal staff from other teams, state service agencies and other key stakeholders.

Due to the nature of the work, the occupant will often be required to provide responses/advice within short timeframes.

The Project Manager – Policy and Research is expected to exercise independence and autonomy in day-to-day activities, receiving general guidance from the Manager, Operations and Client Engagement and broad strategic direction from the Deputy Secretary, Culture, Arts and Sport.

## **Selection Criteria (Knowledge and Skills):**

- Knowledge and understanding of the principles and practices of contemporary policy analysis within the cultural and/or sporting sectors.
- Strong strategic planning and project management skills. Demonstrated research, conceptual and analytical ability to identify, analyse and evaluate issues and provide quality information and advice within a commercial, economic or political environment.
- Demonstrated high level written communication skills, including the ability to prepare complex research documents that meet audience needs by using clear, concise and grammatically correct language.
- Excellent interpersonal, negotiation and verbal communication skills, and the ability to develop and maintain appropriate networks and relationships with stakeholders and to represent the department in dealings with other government agencies.
- Self-management skills and the ability to plan, organise, schedule and deliver own outputs independently and on time with limited supervision and to work effectively as part of a team in a dynamic environment.

## **Position Requirements**

### ***Pre-employment***

- *Nil*

### ***Essential***

- *Nil*

### ***Desirable***

- A tertiary qualification in a relevant discipline or experience to a similar level.

## **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](http://www.dpac.tas.gov.au/divisions/ssmo))

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