

Statement of Duties

Department of Premier and Cabinet

As at 10 October 2024

Position title:	Senior Policy Analyst
Position number:	003526
Award/Agreement:	Tasmania State Service Award
Classification level:	General Stream, Band 7
Group/branch/section:	Keeping Children Safe, Youth Justice Reform Taskforce
Full Time Equivalent (FTE):	1.0 FTE
Location:	Hobart
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Executive Director, Youth Justice Reform

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

Division profile:

The position is located within the Keeping Children Safe Group (KCS) Group. The KCS Group within the Department of Premier and Cabinet was established in December 2023. The KSC Group was established to implement whole-of-government recommendations as detailed in the Tasmanian government's response to the Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings.

Position objective:

Provide team leadership, project management and stakeholder engagement expertise when engaging with government agencies, community sector partners and community members to ensure coordination of effort on the delivery of holistic beneficial outcomes for children and young people in Tasmania.

Undertake major policy research, analysis, development, implementation, and review in relation to policies and programs at a strategic level. To provide the Premier and Cabinet with broad based authoritative policy advice and comment from a government-wide perspective

Duties:

1. Establish and maintain strong and effective communication and consultative mechanisms across Government and non-government stakeholders to negotiate and coordinate delivery of the Youth Justice Reform.
2. Represent the Youth Justice Reform Taskforce as requested to promote the Youth Justice Reform Agenda in general within Government, and at committees, meetings and stakeholder forums.
3. Provide high level expert and authoritative advice to whole-of-Government stakeholders including the Minister, Secretaries Board, Steering Committee, and other agencies on a range of issues associated with actions within the Youth Justice Reform Taskforce.
4. Provide specialist advice and support in relation to policy, strategy, service planning and project initiatives related to the Youth Justice Reform Taskforce.
5. Effectively manage the delivery of several high-level projects and program components in the Youth Justice Reform Action Plan.
6. Provide guidance and specialist advice to staff across the agency in relation to the Youth Justice Reform Taskforce including the preparation of project reports at a senior level.
7. Lead and implement flexible and innovative human, physical and financial resource management practices for the effective and efficient use of allocated budgets as directed.
8. Prepare a range of high-level written material, including submissions, briefings and ministerial correspondence within required timeframes.

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9. Actively participate in and contribute to DPAC'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:

Responsible for providing authoritative advice about issues with a significant impact on policies adopted by the Government and which may affect all agencies.

Decisions taken as a result of advice given will have significant impact on the State and have direct consequences for achieving the policy objectives of the Government.

Liaison, consultation and negotiation may be conducted at senior management level with other agencies, organisations and jurisdictions.

Team leadership role for designated projects.

Champion a child safe culture that upholds the National Principles for *Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

Reporting structure:

There is minimal supervision and tasks will be undertaken with only broad policy direction.

Broad objectives and priorities for policy development and analysis will be developed in consultation with the Assistant Director, Youth Justice Reform.

Management of complex technical issues is only subject to detailed scrutiny on an exception basis, although the occupant has the flexibility and freedom to seek advice and direction when required from colleagues and management.

Important correspondence, briefing papers and submissions are subject to policy checks by senior management.

Selection criteria:

1. Comprehensive understanding and practical experience of policy development, the machinery of government and political processes including current government policies and initiatives.
2. High level understanding of, and ability to work within, the political, social and organisational environment in which the Division operates, including an understanding of the short, medium and long-term issues facing Tasmania.

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3. Well-developed self-management skills with the ability to plan, organise and prioritise workload and demonstrate commitment to task completion.
4. Demonstrated high-level knowledge, experience and understanding of the principles and practices of contemporary strategic planning, project management and policy implementation processes.
5. Ability to communicate and provide authoritative advice on complex matters to non-specialists, including high level liaison, consultation and conflict resolution skills, with the ability to persuade others to adopt a particular course of action where there may be conflicting interests; and capacity to represent the department/government in public forums.
6. Extensive analytical and research skills and the capacity to think strategically in circumstances where information may be unclear or is not readily accessible, a wide variety of outcomes are possible, and recommendations may result in the adoption of new policies, programs and practices.
7. Highly developed written communication skills enabling the production of documents that are concise, understandable to non-specialists and which develop persuasive, clear, accurate and logical arguments.

Desirable requirements:

Demonstrated Extensive experience and established networks across government areas and sectors that promote and contribute to Child and Youth Wellbeing in Tasmania.

Essential requirements:

n/a

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working environment

DPAC is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their

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experience of disability. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

The Department of Premier and Cabinet is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people. The Department is committed to the safeguarding and protection of welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation.

We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Within the remit of the role, actively participate in and contribute to the Work Health and Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;

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- Comply with any direction given by management for health and safety;
- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.