DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Senior Project Officer |
| **Position Number:** | 527342 |
| **Classification:** | General Stream Band 6 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing - Statewide Mental Health Services |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South, North, North West |
| **Reports to:** | Nurse Unit Manager (NUM) - Safety and Quality Unit |
| **Effective Date:** | June 2022 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Position Features:** | Intrastate travel may be required |

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

Working with the Executive Director of Nursing (Director of Services), the Medical Director, the NUM - Safety and Quality, Group and Speciality Directors, as a member of one or more project teams, to implement the objectives of various projects, ensuring that Statewide Mental Health Services (SMHS) Safety and Quality objectives and project initiatives are delivered utilising contemporary project management approaches and are aligned with strategic priorities and Agency requirements.

### Duties:

1. Contribute to the delivery of Agency strategic priorities and the objectives and outcomes of the SMHS Safety and Quality Unit.
2. Utilise project management strategies to contribute to the formulation and delivery of designated projects, including identifying complex and challenging issues, and contributing to the development of solutions to deliver project activities and outcomes.
3. Undertake assigned project activities, ensuring they align with Agency policies, procedures, core business functions and relevant legislation, and contribute to the development of operational solutions, guidelines, and recommendations for improved service delivery outcomes.
4. Develop, establish, and maintain strong relationships with staff, management, and key internal and external stakeholders, to facilitate change and support the achievement of project outcomes for SMHS.
5. Contribute to the preparation of high-level correspondence, reports and submissions for senior management, the Minister, Cabinet, and other stakeholders as required.
6. Represent the SMHS Safety and Quality Unit at stakeholder forums and meetings as required.
7. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. 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.

### Key Accountabilities and Responsibilities:

The Senior Project Officer will report to the NUM - Safety and Quality Unit, however, specific projects may require the occupant/s to report through to, and take direction from, assigned Directors, Project and Nurse Managers.

The occupant will:

* Exercise sound judgement and initiative working with considerable independence and as part of the SMHS team.
* Contribute to the analysis of relevant information and the provision of advice, and the development of recommendations and solutions to staff, managers and internal and external stakeholders relating to various projects.
* Maintain the highest standards of quality and apply contemporary project and change management approaches and methods.
* Actively collaborate with key internal and external stakeholders and adopt innovative methods and approaches to achieve sustainable project outcomes.
* 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.
* Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

* + - 1. Demonstrated experience in project management, including organisational skills to plan, coordinate and contribute to numerous concurrent project activities whilst working in an environment subject to work pressures and change.
      2. Demonstrated ability to problem solve and contribute to the analysis of complex issues and the development of creative strategic and operational solutions required to deliver improvements in SMHS safety and quality initiatives.

1. Proven high level interpersonal and communications skills, together with the demonstrated ability to build effective relationships with a wide range of internal and external stakeholders, resolve conflict, negotiate solutions and facilitate change.
2. Proven experience and ability to prepare and produce project documentation, high quality correspondence, policy and procedures, together with the capacity to attend meetings and present information, as required, in a variety of communication formats, for a range of audiences.
3. An appropriate level of knowledge, understanding and experience of the objectives and issues relating to the health and human services agenda in Tasmania and a demonstrated ability to provide high level advice.
4. An understanding of, and a demonstrated commitment to, a team approach, together with a demonstrated capacity to exercise independent judgement and initiative.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health 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 upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).