

Department of State Growth

Statement of Duties

Position Title:	Senior Projects and Policy Officer
Position numbers:	005050
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Strategy, Housing, Infrastructure and Planning / Policy, Strategy and Projects
Location:	Hobart
Employment status:	Full-time
Supervisor:	Director, Population Policy

Position Objective

The role provides authoritative advice including project development and management, demographic change research and analysis, partner relationship development and leads the progress of regional growth priorities and outcomes relevant to the Department of State Growth.

Major Duties

- Lead or collaboratively contribute to authoritative policy research, analysis and advice, relating to demographic change and complex regional development issues, to provide succinct insights and recommendations which are based on evidence, reasoning, and consultation with stakeholders.
- Plan and implement projects using appropriate project management tools and approaches to ensure milestones are achieved and outcomes delivered within time and resource constraints.
- Prepare high-level written material including advisories, discussion papers, guidelines, correspondence, reports, proposals, minutes, briefs, and communication plans in accordance with the department's agreed standards of practice for government.
- Foster productive working relationships with stakeholders to ensure that consultative processes and partnerships are well documented, and objectives are achieved, and timeframes adhered to.
- Manage a diverse range of responsibilities within a complex and dynamic environment, ensuring that work is completed on time and in accordance with relevant policies and procedures.
- Lead, inform and mentor staff activities, where delegated as part of a project or activity, to ensure that collaborators are supported and understand what is required of them and that the work is undertaken on time and to standard.

- Provide surge support to the Coordination function across the department.
- 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.

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

Under the general direction of the Director, Population Policy, the role is accountable for ensuring that work undertaken is appropriately researched, informed, planned, presented and delivered in an accurate and timely manner. The role involves working with a range of stakeholders and managing competing needs, timelines and expectations.

The occupant will provide a key service to build State Growth's capacity to effectively manage project governance, and to design, plan, implement and report on policy priorities and projects. This will involve direct engagement with a range of stakeholders, and the capacity to both provide authoritative advice and project management services.

The occupant is to exercise initiative and operate with autonomy within the boundaries of the department's policies, frameworks and delegations. While acting independently in performing core work functions, the occupant is to consult with the supervisor regarding allocated work that is non-routine, sensitive or high-risk in nature.

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 and evidence informed policy, project design, implementation, communications and outcomes.

The occupant will contribute to a culture of collaboration and process improvement across the department.

Keeping abreast of current and emerging trends, policy and government priorities and reforms is of critical importance.

Selection Criteria (Knowledge and Skills):

1. Demonstrated ability to effectively work in a changing, collaborative and fast paced environment, with the highly developed ability to proactively plan, implement and deliver outcomes.
2. Significant expertise in project management and governance arrangements in a public service context, and the provision of support and outcome planning including the development and maintenance of issue analysis and project documentation.
3. Proven capability in public policy related research, project planning and analysis supported by the capacity to conceptualise risks, formulate innovative but practical solutions, and provide advice and recommendations.
4. High-level written communication capability that results in the production of clear, concise and accurate advice, correspondence, meeting papers and reports.

5. Excellent interpersonal and communication capability, including the ability to build and foster effective relationships; and experience in consulting, collaborating, organising, managing and seeking out the input of stakeholders.

Position Requirements

Pre-employment

- *Nil*

Essential

- *None*

Desirable

- *An undergraduate degree or higher, in a relevant area.*

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).