

Senior Policy Analyst

Statement of duties

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| Position number | 724317 |
| Location | Hobart |
| Division | Economic and Financial Policy |
| Branch | Intergovernment and Financial Policy |
| Award | Tasmanian State Service Award |
| Classification | General Stream, Band 5 |
| Immediate supervisor | Assistant Director |
| Employment conditions | Permanent |
| Hours per week | Flexible up to 36.75 hours |

Branch responsibilities

The Intergovernment and Financial Policy Branch is part of Treasury's Economic and Financial Policy Division, its key responsibilities are to:

- provide policy advice and research on intergovernmental financial relations issues and taxation issues; and
- prepare and monitor estimates of the major sources of revenue to the Government such as the GST and own source taxation.

Position objective

The objective of the Senior Policy Analyst is to actively use their strong skills, knowledge and experience to successfully contribute, individually and as part of a small team, to the achievement of the Branch's responsibilities.

To be successful in the position you will have:

- demonstrated ability to research issues and identify possible solutions;
- the ability to use a range of sources to obtain factual information;
- strong data and analytical skills;
- the ability to communicate effectively with internal and external stakeholders; and
- the ability to manage your own output and work effectively in a team environment.

Primary duties

The Senior Policy Analyst 's primary duties include:

- undertaking research, investigations and analysis to support the development of quality policy advice in relation to complex matters including revenue, intergovernment financial relations and the relative financial performance of the State;
- utilising financial models for the forecasting and monitoring of GST revenue; other Australian Government funding and own-source revenues;
- preparing briefings, correspondence and reports and liaise with other officers, agencies and organisations;
- supporting senior officers in their representation of the Department as required;
- assisting other officers within the Branch as may be required from time to time.

Level of responsibility, direction and supervision

The Senior Policy Analyst will receive limited guidance from the Assistant Director and will exhibit considerable independence in interpreting and evaluating requirements according to the decision-making framework. The Senior Policy Analyst has the ability to establish new operational guidelines and/or precedents within area of expertise consistent with relevant policy. The Senior Policy Analyst may also supervise a small team of employees, including mentoring and evaluating performance.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

Selection criteria

Relative merit of candidates for this position is assessed using the following selection criteria:

1. Communication

Demonstrates capacity to: prepare straightforward documentation to a high level and provide accurate and well-structured drafts of complex interpretive material, which may require some rework; and liaise effectively internally and externally with the ability to represent Treasury on operational matters.

2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for area of responsibility; coordinate resources, related activities and input from others; and foster and contribute to a client focus.

3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision-making strategies to identify solutions to problems; make informed, timely and accurate decisions to provide operational solutions; and provide authoritative advice in relation to activities.

4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor others in area of operation; contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

5. Technical and professional*

Demonstrates knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

The above selection criteria are weighted equally for assessment purposes.

* Qualifications and requirements

Desirable – completion or partial completion of relevant tertiary qualifications and/or professional affiliation.

Approved: Jodi Willcox, Director

Date: 21 March 2023

For further information please email recruitment@treasury.tas.gov.au, or visit www.treasury.tas.gov.au

Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).