

# Department of State Growth

## Statement of Duties

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<b>Position Title:</b>	Project and Policy Manager
<b>Position number:</b>	519375
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream Band 6
<b>Division/branch/section:</b>	Economic Development Business, Industry and Investment – Small Business
<b>Location:</b>	South
<b>Employment status:</b>	Flexible
<b>Reports to</b>	Manager Client Programs and Services

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### **About the Small Business Unit**

The Small Business Unit is responsible for the development, implementation and management of programs, projects, and services for the Tasmanian small business sector. The work program includes delivery of a wide variety of strategic projects and initiatives, the administration of grants and funding, and oversight of business advisory services aligned to the Small Business Growth Strategy 2026.

The Small Business Unit is also responsible for delivery and management of the Business Tasmania Service which is the Tasmanian Government's initial point of contact for small businesses looking for support, information, and referrals to programs and services.

### **Position Objective**

Manage and deliver a variety of key projects and programs for the Small Business Unit aligned to policy initiatives, and manage written responses including Ministerials, briefing notes, function packages and information requests on behalf of the Small Business Unit.

### **Major Duties**

- Lead the development, implementation, promotion and evaluation of projects, programs, and services aligned with the priorities of the Small Business Unit, and the Department's policies, procedures and frameworks.
- Prepare project plans, communications plans, procedures, budget documents, deeds and other documentation as required to support the delivery of projects, programs, and services.
- Compile and manage written responses including Ministerials, briefing notes, function packages and information requests on behalf of the Small Business Unit, including

consulting with members of the Small Business Unit and other key stakeholders to gather inputs to ensure high quality written responses.

- Manage multiple tasks in parallel and resolve urgent and often conflicting priority issues as they arise.
- Effectively build relationships and liaise with internal and external stakeholders including other State Growth business units, government agencies, and business representatives, to identify opportunities for collaboration and maximise the effectiveness of Government initiatives.
- Represent the Department to undertake consultation, negotiation and contract management activities with stakeholders from a wide variety of government agencies, non-government organisations, and the business sector.
- May be required to supervise a small team, including responsibility for effective management including coaching and mentoring, work allocation and prioritisation, conflict resolution and performance management.
- Undertake other at duties as required.

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

Working under broad direction from the Manager Client Programs and Services, the occupant is required to manage their workload and establish their own work priorities, acting with considerable autonomy in daily activities to drive high quality and responsive outcomes.

At times, the position may have responsibility for supervision of a small team, requiring the capacity to manage workflows and workloads as well as performance to ensure quality outcomes within agreed timeframes. The occupant is expected to apply judgement in consulting with the Manager Client Programs and Services so that a suitable course of action can be determined for matters that are sensitive, high-risk, business critical, or have far reaching implications with respect to resourcing or advice.

Working in an environment where issues emerge and priorities change, and often at short notice, managing non-negotiable deadlines often results in competing and conflicting business priorities which require the occupant to be adaptable in prioritising, allocating, checking and completing work to ensure quality outcomes within required timeframes. In addition, the occupant must be able to influence stakeholders, and manage their demands to ensure priorities are met within agreed timeframes.

Managing written responses including Ministerials, briefing notes, function packages and information requests that the team is required to produce is a key component of the role. The occupant will be required to draft, review, triage, and track requests that land with the Small Business Unit to respond to.

The occupant will be required to build and maintain stakeholder relationships within the Department and with other government agencies, non-government organisations and the business sector.

It is an expectation that the occupant will apply initiative, judgement, professionalism and discretion in delivering projects and programs, preparing responses, managing stakeholders, meeting priorities, and ensuring authoritative advice is delivered.

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

- Demonstrated knowledge and understanding of the challenges and opportunities facing the Tasmanian business sector, particularly small business.
- Demonstrated experience in leading the successful delivery of a range of high profile projects and programs within agreed timeframes.
- High level research, critical thinking and judgment skills, including the proven ability to analyse data and quickly understand complex issues to inform the development of well-considered, high quality, clear, audience-targeted written documentation including project plans, communications plans, ministerial responses, briefing notes, function packages and information requests.
- Proven ability to be adaptable and flexible with the demonstrated capacity to take ownership, display initiative, pay attention to detail, and manage workload in a changing environment to effectively deliver quality outcomes, including the ability to oversee other team members to ensure the on-time delivery of outputs.
- Proven high level interpersonal, stakeholder engagement and verbal communication skills, including proven ability to work with a variety of stakeholders, including government agencies, non-government organisations, and the business sector, to effectively undertake consultations, negotiate and manage projects, programs and responses.
- Demonstrated experience and skills in effective management of a small team, including training, work allocations, quality assurance of deliverable outcomes, performance management and conflict resolution.

## **Position Requirements**

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

- *Nil*

### ***Essential***

- *Nil*

### ***Desirable***

- *A current driver's licence*
- *Relevant qualification in business, project management or other field applicable to the role.*

## **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 <https://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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