

Department of State Growth

Statement of Duties

Position Title:	Manager Strategy and Change
Position number:	005084
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Transport Group / Office of the Deputy Secretary
Location:	Hobart
Employment status:	Flexible
Supervisor:	Deputy Secretary, Transport Group

Position Objective

The position of Manager Strategy and Change provides direct support to the Deputy Secretary Transport Group for the development and delivery of strategic planning and organisational change management for the Group. The role also supports the Deputy Secretary and General Managers in a range of other Group-level matters, detailed below.

Major Duties

- Lead and manage strategic planning and organisational change management processes within the Group, emphasising a collaborative approach.
- Lead, manage and/or supervise team members as required, including performance development, motivating and providing feedback, mentoring and coaching to develop the skills and capabilities of team members and the development of a high performing and values aligned team.
- Work with the Group's executive and senior management teams to foster closer integration and collaboration across the Group's branches and functional areas, as well as with the broader agency.
- Provide high-level advice and active leadership in corporate, Group and divisional planning processes. Promote and enhance an integrated whole-of-agency policy culture that diminishes organisational 'silos' and supports critical and effective analysis, innovation and continuous learning and business improvement.
- Lead the development and implementation of policy, projects and initiatives as needed.
- Provide high quality and timely communications to staff about Group-level strategic direction and periodic updates on matters not covered in agency-level messages.
- As noted above, the role also supports the Deputy Secretary and (as directed by the Deputy Secretary) General Managers in other Group-level matters as needed. These may include governance, reporting, communications, performance management, risk management, budget strategy, and (in conjunction with People and Culture Branch) aspects of organisational development.

- Ensure the provision of robust, timely and strategic policy advice to internal and external stakeholders, including agency senior executives and relevant Ministers.

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

Under the general direction of the Deputy Secretary, the position acts with a significant degree of autonomy and is accountable for development and delivery of strategic planning and organisational change management within and across the Transport Group. It is an expectation that the occupant displays a collaborative working approach across the Group.

The role exercises professional judgement to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard. Agency priorities are often impacted by non-negotiable deadlines, requiring the occupant to constructively influence operational planning while balancing stakeholder demands through the effective management of expectations. A professional, consistent and reliable approach to stakeholder engagement is paramount in all interactions.

It is an expectation that the occupant exercises initiative and operates with autonomy within the boundaries of the agency's policies, frameworks and delegations. While they act independently in performing their core functions, the occupant will consult with the Deputy Secretary regarding priorities and on work that is sensitive or high-risk in nature.

Keeping abreast of current and emerging trends, policy, legislative reform and the political climate is of critical importance as the role deals with stakeholders across a broad range of issues. In this context, the capacity to effectively communicate with people across and external to the agency is key to success.

The role is multi skilled in nature and flexibility is inherent to the requirement to provide appropriate support to the Deputy Secretary. The occupant must be flexible in the scope and range of activities performed to assist the Deputy Secretary in achieving objectives of the Transport Services Group.

The position operates in an office based environment, however occasional intra and interstate travel may be required.

Selection Criteria (Knowledge and Skills):

- High level strategic, conceptual, analytical and creative skills, with the ability to apply these to develop integrated approaches to policy and program development in a complex policy and regulatory environment.
- Highly developed interpersonal and communication skills (verbal and written) with a proven ability to effectively influence, facilitate, negotiate and resolve conflict, including the proven ability to effectively manage competing interests to achieve business outcomes.
- High level experience and proven ability to undertake research; to evaluate and formulate information; to provide documents that are clear, accurate and concise; and to develop 'policy-ready' recommendations.
- Demonstrated high level understanding of, and ability to apply the Department's change management principles to organizational change; demonstrated commitment to fostering

a collaborative approach across work teams; and demonstrated commitment to the State Growth Values and Behaviours.

- Proven ability to manage a team; to be flexible, adaptable and responsive; to manage competing priorities; and to work with limited direct supervision in order to meet objectives.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- A relevant degree or other appropriate tertiary qualifications

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)
