

Statement of Duties

Position Title: Policy Analyst - Voluntary Assisted Dying Implementation	Position Number: 525845	Effective Date: May 2021
Group: Policy, Purchasing, Performance and Reform		
Section: Voluntary Assisted Dying (VAD) Implementation	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Fixed-Term	
	Position Type: Full Time	
Level: Band 5	Classification: General Stream	
Reports To: Manager - Voluntary Assisted Dying Implementation		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Policy, Purchasing, Performance and Reform (PPPR) is the central policy, strategy, and planning group for the Department of Health (DoH).

Within PPPR, a temporary team is established to manage the implementation of the *End-of Life Choices (Voluntary Assisted Dying) Act 2021* (the Act). This team will work with others across the DoH, to coordinate and provide advice to the portfolio Ministers, Secretary, Deputy Secretary - PPPR, Health Executive and others regarding the implementation of voluntary assisted dying (VAD) in Tasmania.

The Policy Analyst will provide high level advice and support to the VAD implementation team to collaborate with stakeholders and contribute to the development of written advice, reports, and other documentation.

Duties:

1. Provide high level advice and support the development of policy and operational advice on a range of issues related to VAD implementation for the portfolio Minister, Secretary, Agency and other stakeholders.
2. Under limited direction, liaise with stakeholders within the DoH, other Government agencies, other jurisdictions, and the community in relation to the implementation of the Act and the delivery of VAD.
3. Undertake in depth analysis and research to inform advice and decisions in relation to VAD.
4. Prepare quality project materials and correspondence to enable and support the establishment and operation of VAD.

5. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
6. 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 Performed:

The Policy Analyst is expected to work in collaboration with the VAD Project Team under limited supervision and direction from the Manager. The occupant will:

- Exercise independence in providing solutions and support to meet service delivery requirements.
- Use judgement and initiative and exercise discretion in determining outcomes within the team.
- Work in accordance with Agency policies, protocols, guidelines, systems and processes; and
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- Appropriate professional and/or tertiary qualifications in a relevant discipline such as business administration, law, public policy or communications.

Selection Criteria:

1. Demonstrated knowledge and understanding of the health sector and the political, social and organisational environment of the Department of Health, or the ability to quickly acquire it.
2. Proficient interpersonal and communication skills, with the ability to liaise with stakeholders, effectively communicate complex issues, and produce high-quality written documents.
3. Well-developed conceptual, research and analytical skills, including the ability to gather relevant information, draw appropriate conclusions and provide advice and appropriate solutions.
4. Demonstrated knowledge and understanding of, and practical experience in, policy, project and program implementation and the development, interpretation and administration of legislation.
5. Proficient output management and coordination skills, including the ability to prioritise multiple tasks and work effectively individually and as a member of a team.

Working Environment:

- While the role is office based, some intra- and interstate travel may be required.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.