

Statement of Duties

Department of Premier and Cabinet

As at 17 June 2024

Position title:	Policy Analyst
Position number:	003605
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream - Band 6
Division/branch/section:	Recovery Tasmania
Full Time Equivalent (FTE):	1.0
Location:	Hobart
Position status:	Fixed term Two Years
Ordinary hours per week:	36.75
Supervisor:	Principal Policy Officer

Agency/Department values:

Department of Premier and Cabinet (DPAC) values underpin our culture and guide our decision making and behaviour. Our values are:

Excellence

We strive for excellence at all times.

Customer-focused

Our customers are at the centre of what we do and how we do it.

Working together

We support and respect one another and work with others to achieve results.

Being professional

We act with integrity and are accountable and transparent.

Respect

We treat everyone with respect and kindness.

For more information about DPAC visit www.dpac.tas.gov.au

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Division profile:

The position is located within the Policy and Delivery Division, made up of the following areas: Policy and Intergovernmental Branch, Resilience and Recovery Tasmania, Office of Local Government, and State Planning Office.

Policy and Intergovernmental Branch:

The Branch assists the Premier and Cabinet to reach a balance between the social, economic, financial and political aims of the Government through high quality policy support (including research, co-ordination, analysis and strategic advice) and development and implementation of strategic projects.

Resilience and Recovery Tasmania:

Resilience and Recovery Tasmania leads the development, coordination and delivery of programs and policies that reduce Tasmania's exposure to disaster impacts, and strengthen our response and recovery capacity. We work with the community, NGOs, business and industry, and all levels of government to achieve the best possible outcomes in disaster resilience and recovery for Tasmania.

The Branch comprises the Office of Security and Emergency Management, Recovery Tasmania and Emergency Management Projects.

Office of Local Government:

This area is responsible for providing the Government with policy and advice on Local Government and supporting the statutory functions of the Director of Local Government.

State Planning Office

The State Planning Office provides resources and support for planning professionals, local councils and the general public.

All four branches deal with broad based, often complex and confidential information and issues that can be politically sensitive. They operate in time critical environments with significant pressures arising from tight deadlines and periods of high demand. Accurate assessment of the sensitivity of matters is crucial.

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Position objective:

As part of the Resilience and Recovery Tasmania team, undertake policy research, analysis, development, implementation and review in relation to recovery policies at a strategic level. Provide the Premier and Cabinet with broad-based advice from a Government-wide perspective.

Duties:

1. Research and analyse specific policy issues and contribute to solutions, proposals and recommendations.
2. Assist with the development and implementation of recovery policies and programs that progress the Government's strategic priorities, in collaboration with stakeholders.
3. Assist with the coordination, implementation and monitoring of recovery initiatives arising from government policies.
4. Liaise and consult with officers from other spheres of government (Commonwealth, State, and Local) and stakeholders on policy issues.
5. Prepare correspondence, reports and briefing notes, including Ministerial and Cabinet documentation.
6. Analyse policy developments outside Tasmania and advise on implications.
7. Participate actively as a team member in emergency management and recovery activities, including being deployed into the State Control Centre, a recovery cell or similar structure as required.
8. 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.

Level of responsibility:

Responsible for providing advice about issues with significant impact on the development and implementation of the Government's major recovery policy priorities.

Decisions made are subject to limited review by supervisor. A high level of initiative and sound judgement is required.

Liaison, consultation and negotiation may be conducted inside and outside the agency, including with the Commonwealth and other State and Territory Governments.

The Unit operates in a time-critical environment with periods of high demand which may result in having to work to tight deadlines, work outside normal working hours and/or be on-call. The occupant of the position may be requested to work irregular hours, change their working location and / or be on an on-call roster as part of the Government's response to, and recovery from, disaster and emergency events.

Some intrastate travel may be required.

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Reporting structure:

Broad directions for policy development will be developed in consultation with the supervisor.

There is limited supervision of individual tasks. Significant correspondence, briefing papers or submissions are subject to review by a manager.

Selection criteria:

1. Sound knowledge and understanding of policy development and implementation processes, including practical experience of policy development.
2. Recognition and understanding of the political, social and organisational environment within which the Division operates, including an understanding of the short, medium and long term issues facing Tasmania.
3. Demonstrated capacity to identify, prioritise and coordinate a variety of tasks simultaneously with limited supervision, both as an individual and as part of a team.
4. Sound liaison and oral communication skills, with an ability to advise on complex matters to non-specialists and a capacity to persuade others to adopt a particular course of action.
5. High level research and analytical skills, including a demonstrated capacity to think strategically, identify priority issues for attention and develop achievable and practical solutions for Government.
6. Well-developed written communication skills enabling the production of documents that are balanced, logical, accurate, persuasive and client focussed.

Essential requirements:

Nil

Desirable Requirements

A tertiary qualification in a relevant discipline or research experience to similar level.

Appropriate security clearances to a secret level, or the ability to acquire.

State Service Principles and Code of Conduct

Employees should familiarise themselves with the State Service Principles (view at thelaw.tas.gov.au website) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

The State Service Code of Conduct (view at thelaw.tas.gov.au website) complements the State Service Principles. It outlines the behaviours and performance expected of State Service employees, including acting appropriately in

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the course of their duties and maintaining the confidence of the community in the activities of the State Service.

Working Environment

DPAC is committed to having a diverse and inclusive workforce where all employees feel welcomed, safe and supported. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. We recognise the unique skills and knowledge that Aboriginal employees bring to the workplace. We value and encourage the diversity of thought that our employees bring.

We are committed to putting the rights and wellbeing of children and young people at the centre of what we do. We will employ the right people. We will embed a culture of self-reflection and continuous improvement. We will have the courage to change what needs to be changed. We will regularly review our policies and structures through a child and youth safety lens. Our people will be equipped with the skills to recognise and respond to signs of harm. We are growing a culture where everyone takes responsibility, shares information, and speaks up if something doesn't seem right. Together, we're creating a place where all children and young people are safe from harm.

DPAC does not tolerate discrimination, harassment or bullying in the workplace. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There are a range of flexible work options available to support employees to achieve work/life balance, and workplace adjustments are available to accommodate individuals' needs in the workplace.

Workplace health and safety:

The Department is committed to sustaining an environment and culture that provides for the health, safety and wellbeing of all its workers, by complying with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*.

Our goal is to be recognised as an exemplar with regard to work health, safety and wellbeing throughout the State Service.

Every employee at DPAC has an obligation to:

- Comply with safe work practices;
- Take reasonable care of the health and safety of themselves and others;
- Comply with any direction given by management for health and safety;

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- Report all accidents and incidents in a timely manner; and
- Report all known or observed hazards.

If this position has supervisory responsibilities, additional responsibilities are to provide and maintain as far as possible:

- A safe working environment;
- Safe systems of work;
- Information, instruction, training and supervision that is reasonably necessary to ensure employees are safe from injury and risks to health; and
- A commitment to continually improve our performance through effective safety management.