

# Statement of Duties

## Department of Premier and Cabinet

### As at April 2024

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<b>Position title:</b>	Policy and Project Officer
<b>Position number:</b>	526755
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification level:</b>	General Stream, Band 5
<b>Division/branch/section:</b>	Community Partnerships and Priorities Community Policy and Engagement
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Location:</b>	South
<b>Position status:</b>	Permanent
<b>Ordinary hours per week:</b>	36.75
<b>Supervisor:</b>	Manager, Community Services

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#### 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](http://www.dpac.tas.gov.au)

**Division Profile:**

The position is located within the Community Partnerships and Priorities (CPP) Division in the Department of Premier and Cabinet, established in October 2022. The CPP incorporates the Office of Aboriginal Partnerships, Aboriginal Heritage Tasmania, Disability Reform, Community Policy and Engagement and the CPP Directorate.

The Premier's vision for Tasmania is a place where everyone feels valued, included, encouraged and supported to be the best they can be. In achieving this the Premier has committed to lead a government with heart, one that listens to Tasmanians' needs and ensures Tasmanians' priorities continue to be government priorities.

The Community Partnerships and Priorities Division in DPAC assists the Premier and Ministers to fulfill this vision by ensuring the voice of Tasmanians is at the centre of community partnerships and priorities and transforming traditional ways that Government works with Tasmanian communities.

Community Policy and Engagement provides policy advice, service commissioning and program development and oversight for a range of program areas that assist Tasmanians at vulnerable life-stages.

**Position objective:**

- Provide high level policy and administrative support to the Policy and Engagement Branch, including research into policy issues, report writing, project management and coordination, data gathering and document production.
- Assist in the coordination of advice and support to Ministers and senior departmental officers across a range of government policy priorities and programs.

**Duties:**

1. Research and analyse a range of policy, regulatory, and legislative issues for the Division and contribute to the development of solutions, proposals and recommendations.
2. Assist in the development, coordination, implementation and monitoring of business processes, policies, projects and initiatives as part of the Division's overall strategic work program.
3. Prepare a range of written material, including ministerial and Cabinet documentation and correspondence, reports and briefing notes and supporting material for policy and legislation.
4. Provide secretariat support to high-level committees and other decision-making forums.
5. Effectively liaise with internal and external stakeholders on policy and related issues.

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6. Effectively manage and deliver allocated projects within established timeframes.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualification and experience normally expected from persons occupying at this classification level.

### **Level of responsibility:**

Working with minimal supervision and under the general direction of the Manager, Community Services, the Policy and Project Officer will:

- Provide effective high level administrative and policy support to the Division.
- Provide accurate and timely information and support to the Division.
- Be expected to use initiative and exercise some discretion in resolving non-standard issues.

### **Reporting structure:**

The Policy and Project Officer receive support and direction from the Manager, Community Services.

### **Selection criteria:**

1. High level knowledge of, and experience in, the areas of policy development, project management and report writing.
2. High level strategic, conceptual, research and analytical skills, including the ability to identify and synthesise relevant issues and priorities and the ability to exercise sound judgement.
3. High level written communication skills, including the ability to prepare user friendly, complex documentation.
4. High level interpersonal skills, including the ability to successfully work as part of a team and relate well to staff within the department, across other government agencies and the community sector.
5. Demonstrated capacity for initiative, innovation, self-motivation and together with the ability to work effectively and flexibly, set priorities, manage variable workloads and meet strict deadlines.

### **Desirable Requirements**

- Relevant tertiary qualifications.

### **Essential requirements:**

- Current Tasmanian Working with Vulnerable People Registration.

### **State Service Principles and Code of Conduct**

Employees should familiarise themselves with the State Service Principles (view at [thelaw.tas.gov.au](http://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](http://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 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.

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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;
- 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.