

## WorkSafe Tasmania

# Project Officer (Stakeholder Engagement) – Statement of Duties

## Objective

The Project Officer will provide project management, change management, research, analytical and administrative support to Director Stakeholder Engagement within the Stakeholder Engagement Unit to assist the delivery of projects and advisory services by WorkSafe Tasmania on behalf of the WorkCover Tasmania Board.

## Duties

- Deliver project management and change management activities within governance frameworks to support the Stakeholder Engagement section. This includes implementing detailed plans and schedules to ensure that agreed targets, milestones and quality standards are met, providing timely status reports and other relevant documentation as required.
- Undertake research, business and/or data analysis, investigation, evaluation and the provision of options and recommendations of the Advisory Services Review.
- Engage with stakeholders and establish effective networks to ensure that initiatives and projects meet stakeholder needs, and that stakeholders are kept informed of project highlights, challenges, and progress. This includes maintaining stakeholder information.
- Support the Stakeholder Engagement section to deliver procurement services for the development and implementation of WorkCover Tasmania Board advisory services.
- Prepare information such as reports, submissions, briefing notes, letters, agendas and minutes.
- Undertake other project support activities that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Level of responsibility

- The Project Officer will be required to work with a substantial degree of independence and autonomy under the broad direction of the Director, Stakeholder Engagement.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.

- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

## **Direction and supervision received**

- The Project Officer is expected to work under the direction of the Director, Stakeholder Engagement with limited supervision and exercise initiative and judgement whilst operating within established guidelines and procedures

## **Selection criteria**

1. Knowledge of, or the ability to quickly acquire knowledge of, project management principles and change management strategies to deliver project outcomes.
2. Demonstrated research skills, including an ability to collate, coordinate, interpret and analyse information, together with the ability to improve or create new policies, strategies and procedures.
3. Proven ability to work constructively as a member of a team, including an ability to be adaptable and flexible, working within an environment subject to pressure, ambiguity, and change.
4. Well-developed verbal communication and negotiation skills with a demonstrated ability and commitment to developing and maintaining effective, integrated partnerships with key stakeholders.
5. Well-developed written communication skills, including a demonstrated ability to prepare briefing papers, reports and other corporate publications to explain complex issues for a range of audiences.
6. Sound organisational and time management skills, together with demonstrated ability to set priorities and manage variable workloads within tight timeframes.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Certificate IV or Diploma in Project Management.
- Ability to travel throughout Tasmania.

# Position Summary

<b>Title</b>	Project Officer
<b>Number</b>	357984
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	Band 5
<b>Division</b>	WorkSafe Tasmania
<b>Full Time Equivalent</b>	1.00 FTE
<b>Output Group</b>	WorkSafe Tasmania
<b>Branch</b>	Stakeholder Engagement Unit
<b>Supervisor</b>	Director, Stakeholder engagement
<b>Direct Reports</b>	Nil
<b>Location</b>	Rosny, Launceston or Burnie
<b>Position category and funding</b>	T441