

Statement of Duties

Department of Premier and Cabinet

As at April 2024

Position title:	Senior Program Officer
Position number:	003534
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Community Partnerships and Priorities Community Policy and Engagement
Full Time Equivalent (FTE):	1.0
Location:	South
Position status:	Permanent
Ordinary hours per week:	36.75
Supervisor:	Manager, Community Services

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

Division profile:

The position is located within the Community Partnerships and Priorities (CPP) Division of 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 advice to support the effective and efficient delivery of the programs and services within Community Policy and Engagement.
- Provide high level consultancy advice and complex project management to develop, coordinate and monitor the implementation of policies and strategies which support Programs, Division and Agency priorities and goals.
- Establish and facilitate linkages at a policy and service level with other groups, agencies and sectors to:
 - improve the co-ordination of services across the Agency
 - improve outcomes for the Agency's clients
 - improve effectiveness and efficiency in service delivery.

Duties:

1. Provide detailed advice and high-level analysis of policy matters, particularly relating to service delivery frameworks, agreements and strategic directions.
2. Provide high level consultancy advice on the community sector relevant to Division in relation to the provision of programs and services funded by the Agency through the sector.
3. Provide ongoing and ad-hoc consultancy advice on policy issues affecting programs and complex services within the Division and Agency.
4. Assist in the management of complex projects for programs, Groups or the Agency, including the coordination and direction of new initiatives and legislation which have community sector perspective.

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5. Participate in negotiations within the Agency, other departments, and sectors, including contact with senior management, Commonwealth/State and other intergovernmental bodies, inter-agency groups, community sector and public forums.
6. Prepare correspondence and advice for the Minister and senior Agency officers on a range of complex policy matters.
7. Initiate, develop and maintain effective relationships with other staff to ensure the integration of the activities of Programs, particularly with respect to the links between policy, service development and service delivery arrangements across sectors.
8. Monitor statewide consistency in policy development and implementation within Programs, Groups and Agency in relation to the programs and services being administered.
9. Provide high level project management support in relation to complex policy, service development and legislative matters.
10. 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 jobs at this classification.

Level of responsibility:

The Senior Program Officer is responsible for:

- High level analysis and advice on a range of complex policy issues.
- The provision of timely and accurate reports, briefings and Ministerial correspondence.
- Maintaining effective relationships with key stakeholders across the Agency, Government, community sector, service providers and clients.

Reporting structure:

The position reports to the Manager, Community Services. The incumbent works under general direction and supervision and is required to demonstrate a high level of personal autonomy in day-to-day priority setting, devising work plans and performing the duties of the position.

Selection criteria:

1. Demonstrated sound knowledge of the functions of the Branch and Division, together with knowledge of the operations of the Agency and of other departments relevant to the programs and services for which the Branch is responsible, or the ability to quickly acquire such knowledge.

2. A sound knowledge of the community sector, issues and governance arrangements, including the service models and agreement processes for delivery of Agency services through the sector.
3. Well-developed interpersonal and communication skills, including negotiation, conflict resolution, liaison and marketing skills within the Agency, in Government and with the community sector and other stakeholders.
4. Demonstrated strategic, conceptual, analytical and creative skills including an ability to understand the political, social and organisational environment and identify relevant issues.
5. Demonstrated high level ability to contribute to policy development and to market policy options to affected parties both inside and outside the Agency.
6. Demonstrated knowledge of project management techniques and experience with the development of project plans and managing significant projects.
7. Demonstrated ability to undertake quantitative and qualitative analyses using relevant information systems and applications.

Desirable requirements:

Current driver's licence.

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 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 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;
- 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;

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- 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.