

Department of State Growth

Statement of Duties

Position Title:	Project Analyst
Position number:	372703
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Division/branch/section:	Office of the Coordinator General
Location:	Statewide
Employment status:	Flexible
Supervisor:	Director, North / Executive Director, Attraction Investment

Position Objective

Support the delivery of projects and activities in investment attraction, major project facilitation and regulation reduction to help achieve the objectives of the Office of the Coordinator-General which are of high priority and strategic importance to the State.

Work Environment

The Office of the Coordinator-General is a small business-facing, client-orientated office committed to professionalism, excellent customer service and creative problem solving. To deliver the Office's service-level commitments team members will need to work flexibly and collaboratively.

The occupant may need to conduct work outside of normal business hours to meet business needs.

The position operates in an office-based environment where regular intrastate travel may be required.

Due to the confidential nature of the information accessed in this role, the occupant will be required to maintain the highest level of confidentiality and to complete appropriate declarations to this end.

See the Office's website at www.cg.tas.gov.au for more information.

Major Duties

- Prepare a variety of presentations and documents that aim to promote the State as an investment location by demonstrating Tasmania's competitive advantages and highlighting key statistics relevant to both individual investors and investment intermediaries.
- Create detailed business documents and work with spreadsheets in an advanced capacity. Collect and interpret data about specific topics, companies and business divisions of importance to the Office and Government.
- Provide research and support services, including the preparation of correspondence, minutes, reports and/or briefing notes to senior officers to assist in the Office's services and projects.
- Represent the Office on working groups and work with business and community managers to agree priorities and achieve identified project outcomes.

- Conduct market analyses, collecting information and benchmarking locations and opportunities for investment. Provide the Office with valuable insights into competitor investment locations as well as trends within industries to help identify opportunities.
- Develop and monitor data quality metrics and ensure business data and reporting needs are met.
- Prepare business cases, forecasts and financial analysis combined with understanding of key performance indicators to drive fresh initiatives and business intelligence systems.
- Contribute to important projects and maintain effective relationships with a range of stakeholders.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

Work performed by this position will impact on the effectiveness and efficiency of the externally focused Office of the Coordinator-General. Work will be required to be performed with considerable initiative, judgement, tact and discretion.

The role exercises a degree of autonomy in performing the core work functions and, as necessary, consults with the supervisor to agree on a suitable course of action in matters that are sensitive, high-risk or business critical, or for those issues that have far reaching implications with respect to resourcing or advice.

The role also exercises professional judgement to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard. Competing priorities are often impacted by non-negotiable deadlines, requiring the successful candidate to influence and manage stakeholder demands. It is an expectation that a professional, consistent and reliable approach to stakeholder engagement is achieved, and authoritative advice delivered.

The role is multi-skilled in nature and could be flexibly utilised across the Office to meet business needs. The successful candidate must be flexible in the scope and range of activities performed to ensure that the Office achieves its objectives. This is key to the delivery of strategic projects and initiatives that support performance and improvement.

Selection Criteria (Knowledge and Skills):

The Office of the Coordinator-General operates in a collaborative and consultative approach, especially involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes.

1. Knowledge of and experience in project administration, including a well-developed ability to coordinate others to meet deadlines, solve problems and demonstrate flexibility and adaptability in an environment of continuous improvement.
2. Highly developed presentation preparation skills with a proven ability to develop well-structured pitches and presentations using contemporary visual information skills to present highly complex data to a range of audiences
3. Strong technology skills. Proven research, conceptual and statistical analysis skills and experience working with complex data sets and the collection, organisation, and interpretation of data combined with advanced skills in excel and statistical software packages.

4. Well-developed interpersonal and communication skills, including effective relationship management and networking skills and the ability to work effectively with stakeholders at all levels.
5. Strong initiative with high level ability to apply judgement, balance competing priorities and work effectively in a team based and client service environment with an action-oriented outlook.
6. Well-developed written and communication skills including experience in writing reports, preparing and delivering compelling presentations, preparing detailed information and correspondence.

Position Requirements

Pre-employment

- *Nil*

Essential

A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from the requirement to be vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances demonstrated to the satisfaction of the Head of Agency.

Desirable

- *Current driver's licence*

Working at State Growth

The Office of the Coordinator-General reports directly to the Minister for State Growth, and administratively it is part of the Department of State Growth (Department).

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)

Approved Executive Director – Investment Attraction 30 August 2021

Classification approved April 2020