

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Project Officer
Position Number:	Generic
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health HR
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Manager Strategic HR Projects
Effective Date:	November 2023
Check Type:	Annulled
Check Frequency:	Pre-employment

Desirable Requirements: Relevant qualification from a recognised institute or equivalent experience **Position**

Features: Some intra/interstate travel may be required

Primary Purpose:

Under the broad direction of the Manager Strategic HR Projects, the Project Officer will work within the Directorate to deliver high level project support; draft documentation and implement projects aligned with the Directorate's strategic policy agenda; and provide guidance to the Manager Strategic HR Projects and other team members as required.

Duties:

- Project Management and Stakeholder Engagement:** Project manage and implement strategic initiatives, ensuring alignment with internal and external stakeholders for the successful delivery of project outcomes.

2. **Policy Alignment and Risk Management:** Provide support and coordination to ensure that project activities adhere to Agency policies, core business functions, and relevant legislation. This includes identifying risks, issues, and supporting meetings and negotiations.
3. **Complex Issue Resolution:** Provide high-level advice on complex and contentious issues that impact or are impacted by project activities. Contribute to the development of solutions for these issues.
4. **Stakeholder Relationship Management:** Establish and maintain effective relationships with key stakeholders to support the achievement of positive outcomes for the business unit.
5. **Document Preparation:** Prepare high-level correspondence, reports, project documentation, and submissions for senior management, the Minister, Cabinet, and other stakeholders as required.
6. **Stakeholder Representation:** Represent the project team in stakeholder forums and meetings as necessary.
7. **Quality & Safety and Work Health & Safety:** Actively participate in and contribute to the organization's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. **Additional Duties:** The incumbent can expect to be allocated duties not specifically mentioned in this document, as long as they are within the capacity, qualifications, and experience normally expected from persons occupying positions at this classification level.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
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 positions at this classification level.

Key Accountabilities and Responsibilities:

- The Project Officer will work under the broad direction from the Manager Strategic HR Projects but may report to assigned Project Managers for specific projects.
- The Project Officer is responsible for:
 - Exercising sound judgment and initiative, working with minimal supervision, and demonstrating autonomy in day-to-day activities.
 - Maintaining the highest standard of quality, accuracy, and timeliness of advice and ensuring the effective and efficient use of resources. ○ Achieving sustainable outcomes by actively collaborating with key stakeholders and adopting innovative methods and approaches.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The

Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated experience and expertise in project management and delivery, together with organizational skills and the ability to plan, coordinate, and be responsible for several concurrent project activities while working in an environment subject to strict timeframes and organisational change.
2. High-level strategic, conceptual, analytical, and creative skills, including the ability to communicate sensitively and effectively with diverse backgrounds.
3. Demonstrated high-level interpersonal and oral communication skills, including the ability to build productive relationships with stakeholders and effectively communicate and resolve complex issues.
4. Ability to produce high-quality documentation in various communication formats for a range of target audiences, including demonstrated presentation skills.
5. Proven capacity to effectively model agile, flexible, and innovative work practices to influence and manage stakeholder expectations.
6. Proven ability to work effectively, both independently and as a member of a team, to foster a productive work ethic and positive workplace culture.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).