

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Senior Coordinator
Position Number:	527244
Classification:	General Stream Band 7
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North
Position Type:	Fixed-Term, Full Time
Location:	North
Reports to:	Chief Executive Hospitals North
Effective Date:	July 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant qualification from a recognised institution or equivalent experience
Position Features:	Some intra/interstate travel may be required

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Contribute to the management and coordination of the Office of the Chief Executive Hospitals North providing information and guidance on emerging issues of relevance.

Responsible for the provision of high-level analysis and advice on strategic policy issues including monitoring of strategic projects across Hospitals North.

Duties:

1. Scrutinise, research, investigate and analyse proposals and other issues of relevance to the Chief Executive and provide high level advice, develop proposals and options and put forward recommendations.
2. Provide high level advice and assistance to the Chief Executive, Executive Director of Operations and Performance, and other senior staff in relation to the Office of the Chief Executive Hospitals North and the efficient and effective discharge of the Chief Executive's functions.

3. Provide high level strategic advice and support to the Chief Executive, Executive Director of Operations and Performance on diverse and complex issues and nominated projects and priorities.
4. Co-ordinate the management of complaints relating to Hospitals North under the direction of the Chief Executive.
5. Develop and maintain governance frameworks and supporting policies and procedures to manage the Chief Executive, Executive Director of Operations and Performance obligations, including delegations, authorisations, appointments and approvals.
6. Represent the Chief Executive, Executive Director of Operations and Performance, across a range of forums, in complex and often sensitive negotiations as required.
7. Responsible for the coordination, development, implementation and monitoring of statewide strategic policy, frameworks and projects, and research as relevant, in collaboration with the Chief Executive, Executive Director of Operations and Performance.
8. Responsible for the provision of high level and complex briefings, reports, submissions and correspondence.
9. Provide leadership, direction and coordination to team members and coordinate reporting and accountability processes.
10. 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.
11. 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 Principal Officer is responsible to the Chief Executive, Executive Director of Operations and Performance and will:

- Undertake analysis and develop, implement and monitor programs and projects of a strategic nature across the division.
- Maintain the highest standards of quality, accuracy and timeliness of information and advice.
- Liaise with senior management within Hospitals North, the Department (including across the Hospitals) and other Government and non-Government organisations, as required.
- Operate with a high level of independence and autonomy and is expected to display a high degree of initiative in the determination of strategies, priorities and the allocation of resources.
- 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 high level management experience with the ability to provide a high standard of leadership in a complex, professional work environment, and a proven track record in achievement of required outcomes in the area of professional responsibility.
2. Demonstrated high level experience in the management of complex and sensitive issues and the facilitation of major projects.
3. Demonstrated ability to think strategically, including the ability to resolve problems and achieve specific outcomes.
4. High level strategic, conceptual, analytical and research skills including the demonstrated ability to understand the political, social and organisational environment and identify relevant issues and priorities and make sound judgements.
5. High level interpersonal skills including the capacity to influence, lead, motivate and manage people; demonstrated written and verbal communication skills; and the ability to consult, liaise, collaborate and negotiate effectively with internal and external stakeholders and to represent the Office of the Chief Executive Hospitals North in a variety of forums.
6. High level of initiative, adaptability and flexibility, including a proven ability to deal with pressure, to balance competing interests and stakeholder views, to positively manage change and to adapt to new situations.

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](#).