

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Policy and Project Officer
<b>Position Number:</b>	516558
<b>Classification:</b>	General Stream Band 6
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Oral Health Service Tasmania
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Manager Business and Service Development
<b>Effective Date:</b>	April 2016
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

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:

This position is responsible for:

- Policy development, implementation and review for oral health initiatives or programs.
- Project management for new services.
- Contract management for private dental, hospital and medical services and with university dental schools for clinical placements.

## Duties:

1. Provide high level advice and support to the Manager Business and Service Development, and the Oral Health Services Tasmania (OHST) management team in the development and implementation of oral health policy initiatives.
2. Participate in the management of complex strategic projects for OHST including service planning and innovative service reforms as part of national and state initiatives, in liaison with sub-divisional management, other Agency officials and external stakeholders.
3. Support projects and continuous improvement strategies, ensuring objectives are met and benefits realised within timeframes and allocated budget.
4. Manage the preparation of timely reports, plans, Ministerial documentation and advice to track progress on outcomes.
5. Provide efficient and effective contract management by liaising with Crown Law and external service providers, including developing new contracts, negotiating variations and ensuring compliance by clearly articulating contract responsibilities and establishing positive relationships with service providers.
6. Provide contract advice and support to the OHST Management Team and senior staff.
7. 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:

- Expected to operate with considerable operational autonomy and prioritise tasks to ensure service delivery objectives are met. The Manager Business and Service Development will provide direction as required.
- The occupant will have specific responsibility for the following:
  - Strategic and operational policy advice and analysis on service reforms and international and national service trends and the implications for the management and delivery of oral health services;
  - Provision of timely, accurate reports, briefings and Ministerial correspondence about current or proposed service reform and service arrangements in oral health;
  - Project management; and
  - Contract management.
- 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.
- 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.

## 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 ability to undertake high level policy and service development, analysis, research and evaluation.
2. Demonstrated high level project and change management skills including an ability to undertake service analysis and review.
3. Knowledge and experience in managing contracts, or the ability to quickly acquire that knowledge, including an understanding of how to maximise service performance.
4. Demonstrated ability to research, prepare, present and evaluate reports and submissions, together with the capacity to negotiate the outcomes at senior management levels.
5. Demonstrated knowledge and understanding of the current issues impacting on the health and human services industry.
6. Demonstrated high level verbal and written communication skills, including the ability to effectively consult and negotiate with stakeholders across all levels of the organisation and external stakeholders on service and professional issues.
7. Highly developed ability to work autonomously and as a member of a team, including the ability to be adaptable and flexible, and to achieve results in an environment subject to competing priorities, ambiguity and change.

## 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 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](#).