

Statement of Duties

Position Title: Project Manager - Aero-medical and Retrieval Fixed and Rotary Wing Contracts	Position Number: 525178	Effective Date: August 2020
Group: Community, Mental Health and Wellbeing		
Section: Ambulance Tasmania	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Fixed-term	
	Position Type: Full time	
Level: Band 8	Classification: General Stream	
Reports To: Director, Aero-medical and Medical Retrieval		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Lead and facilitate the development and implementation of the Aero-medical and Retrieval (AMR) Emergency Services Fixed and Rotary-Wing Contracts Project (the Project) for Ambulance Tasmania.

Work collaboratively with relevant business areas within Ambulance Tasmania, Department of Police, Fire and Emergency Management (DPFEM), the Department of Health and other key stakeholders, to ensure the continuance of emergency medical fixed and rotary-wing capability for the Tasmanian community.

Provide high-level specialised and technical advice in determining milestones, objectives, methods and priorities throughout all stages of the project lifeManagement of required consultancies and procurement processes relative to the Project outputs and outcomes.

Duties:

1. Lead and manage implementation of the Project within Ambulance Tasmania, ensuring effective change management, as required, and achievement of required milestones and outputs within agreed timeframes, resources and budget.
2. Develop a suite of project management documents, consistent with a contemporary project management framework to make adjustments, customise the stages of the project, define project deliverables, monitor progress and adjust the plan as required.
3. Build and maintain effective and productive relationships with a broad range of internal and external stakeholders, including Departmental business units, DPFEM, Department of Treasury and Finance, Crown Law and other relevant government agencies, suppliers and contractors.
4. Develop a comprehensive communications strategy to ensure engagement and promotion of the Project with key internal and external stakeholders, including the Tasmanian Government and Tasmanian community.

5. Prepare and provide reports, briefings and presentations for the Steering Committee to inform of all project activity and accountabilities.
6. Manage and coordinate the operation of the Project's Working Group including planning, monitoring and controlling the work and resources of the project
7. Provide high-level advice and guidance on emerging issues and risks, including options to manage issues and mitigate risks.
8. Provide high level strategic and authoritative advice, expertise and support to Director - AMR and senior executives on policies and procedures relative to the AMR Emergency Services Fixed and Rotary-Wing Contracts Project and represent AT as required at a range of forums, meetings, committees and other groups to inform and evaluate the project initiatives.
9. Provide effective and efficient management and reporting of the Project budget.
10. Prepare and review high level correspondence, reports and submissions to Ambulance Tasmania Senior Leadership Team, Departmental Executive and Minister for Health, as required.
11. Actively participate in and contribute to the organisation's Quality and Safety, and Work Health and Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
12. The incumbent can expect to be allocated duties, not explicitly mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

- The position reports to the Director - AMR on a day-to-day basis and is a member of the AMR business unit.
- The position supports the function of, and is responsible to the Project Steering Committee for all aspects of the Project. The Steering Committee will comprise Senior Executives from relevant Tasmanian Government Agencies and other senior officials.
- The Project Manager manages a Project Team, which includes a Project Support Officer and a DPFEM Project Officer.
- The incumbent is expected to work in an autonomous manner, maintaining high levels of communication with all key stakeholders.
- The occupant is accountable for the implementation and support of positive workplace culture and is responsible for identifying and addressing inappropriate workplace behaviours. The occupant will be a role model for appropriate behaviours in the workplace.
- The occupant will perform the duties allocated consistent with AT's organisational values and will promote and support those values in the workplace.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must always remain current and valid whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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.

Desirable Requirements

- Experience working at a senior level on major infrastructure and resourcing projects.
- Project management qualifications and/or tertiary qualifications in a related discipline.
- Knowledge of and experience working with emergency services organisations.
- Current Driver Licence.

Selection Criteria:

1. Demonstrated project management experience including strategy, planning and setting objectives to meet and achieve project outputs, utilising a contemporary project management approach.
2. High-level knowledge and application of Tasmanian Government asset management and procurement processes and project financial management
3. Highly developed interpersonal, communication negotiation and conflict resolution skills and experience in successfully engaging key internal and external stakeholders to achieve and influence outcomes at a senior management level
4. Demonstrated knowledge and understanding ability of best practice Human Resources and Workplace Health Safety processes, relevant to project implementation.
5. High level strategic, conceptual, analytical and creative skills, with a sound understanding and knowledge of the political, social and organisational environment impacting on Ambulance Tasmania and the emergency management sector, or the potential to do rapidly gain this understanding.
6. Demonstrated ability to prepare and present high-level communication and reports for the Project Steering Committee, Ambulance Tasmania Senior Leadership Team, Departmental Executive and the Tasmanian Government on complex concepts in a clear and concise way.

Working Environment:

- Ambulance Tasmania is committed to providing a positive workplace culture.
- The position is office-based but will be required to undertake some intra and interstate travel.
- Ambulance Tasmania is committed to promoting a positive workplace culture. Health Care Workers within Ambulance Tasmania are expected to comply with the Ambulance Tasmania Clinical Staff Immunisation Policy. This position is a designated Category B position.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.