

# 26TEN Projects Coordinator

## STATEMENT OF DUTIES

NOVEMBER 2020

Number	970575
Portfolio	Continuous Improvement and Evaluation
Branch	Strategy and Engagement
Section/Unit/School	N/A
Supervisor	Manager 26TEN
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent or fixed term, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

## Context

Work as part of a dedicated and busy team committed to Tasmania becoming a state where all adults have the literacy and numeracy skills, they need for everyday life together with supporting the implementation of the 26TEN Tasmania Strategy.

## Primary Purpose

Provide high level project and administrative management in the delivery of 26TEN's employer grants, 26TEN Communities programs, associated projects and the provision of stakeholder engagement in relation to the 26TEN member's network.

## Level of Responsibility/Direction and Supervision

The occupant is responsible for efficiently and effectively coordinating services and assigned programs and for instructing and guiding assigned staff or volunteers. Responsible for coordinating reporting requirements, control of allocated resources and contributing to maintaining and improving service delivery by providing detailed advice.

The occupant exercises judgement and initiative within established guidelines, processes and systems under general direction the supervisor. Goals and priorities are determined by the supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

---

1. Coordinate the daily operations of the 26TEN services and grants programs, including running SmartyGrants, managing reporting requirements and tenders, providing content for the 26TEN website and social media, organising events and achieving targets.
2. Provide guidance, instruction and occasional supervision of staff and volunteers.
3. Provide an effective communication link and high-level stakeholder engagement to the 26TEN members network, including supporting the collective action required to successfully implement programs and the Strategy.
4. Undertake projects, including research, analysis and problem solving, together with the provision of recommendations, options and reports to ensure initiatives are progressed and evaluated.
5. Develop and implement innovative processes, procedures and solutions to support high quality service delivery and administration.

6. 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.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

---

1. Demonstrated project management and research skills with the ability to deliver customer focused services and programs to achieve goals and targets.
2. Well-developed knowledge and experience in the administration of grant programs within a government context, including using an online platform such as SmartyGrants.
3. Highly regarded clear communication (oral and written) and interpersonal skills (negotiation and liaison) with the capacity to interact effectively with a wide range of stakeholders at all levels.
4. Demonstrated experience in applying innovative solutions to complex administration issues such as stakeholder reporting and staff management, in accordance with policy and operational guidelines.
5. Demonstrated organisational and administrative skills with the ability to work both independently and as a member of a high-performing team.
6. An awareness of the needs, programs and services associated with adult literacy and numeracy or the ability to acquire this quickly.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

---

### Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

### Desirable

- Relevant diploma or post-secondary level qualifications

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. 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. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

---

**APPROVED BY PSS DELEGATE:** 973874 – Assistant Director Workforce and Personnel Services  
– Nov 2020  
Request: 58477, 7019359  
Date Duties and Selection Criteria Last Reviewed: 11/20 VRH

---