

# Senior Systems Officer

## STATEMENT OF DUTIES

FEBRUARY 2026

Number	980447
Portfolio	Office of the Secretary
Branch	Education Regulation
Section/Unit/School	Tasmanian Assessment, Standards and Certification (TASC)
Supervisor	Lead – Data Systems
Award	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

## Context

Tasmanian Assessment, Standards and Certification (TASC) is an independent education regulator governed by the TASC Board and responsible to the Tasmanian Minister for Education. TASC is responsible for the development of appropriate standards, the accreditation of courses, and the assessment and certification of student achievement in senior secondary schooling across all educational sectors in Tasmania.

## Primary Purpose

To provide quality technical expertise and support services that drive the effective and efficient use of TASC business systems and data. Contribute to the delivery of projects that support the strategic and operational improvement of TASC business systems and service delivery.

## Level of Responsibility/Direction and Supervision

The occupant is responsible for the effective day-to-day management of TASC business systems together with other functions including the provision of timely and accurate systems advice, processes and reporting.

The occupant will work with considerable autonomy and must ensure confidentiality when handling sensitive student, school and system information and issues.

General direction and guidance are provided 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 and Culture (P&C) 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

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1. Develop, maintain and support database, web application and reporting solutions; applying high-level technical expertise and analytical skills to investigate, diagnose and resolve complex and critical system, data and business issues.
2. Provide a quality project management service, including the design and development of systems, integrations and data standards, ensuring that systems projects are managed effectively and efficiently in line with project milestones.
3. Undertake research and analysis, and develop and implement proposals to facilitate improved use of TASC systems, incorporating resulting, data management and reporting.
4. Apply innovative, creative and critical thinking to business and/or technological issues and provide authoritative, specialised advice and high-level support to the TASC leadership team.
5. Positively and professionally represent TASC through actively engaging with a diverse range of internal and external stakeholders, and providing a responsive and effective service that fosters ongoing relationships.

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.

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1. High-level technical skills in relational database, web application and reporting solutions, and proven capacity to apply knowledge to the analysis and resolution of complex and critical problems or issues.
2. Demonstrated research and analytical skills, along with experience implementing web solutions to deliver project outcomes relevant to a resulting, data management and reporting environment.
3. High-level communication skills and experience, including the demonstrated ability to prepare documentation for a variety of audiences, together with the ability to communicate with influence and negotiate persuasively with sensitivity to the political and organisational context.
4. Demonstrated high-level interpersonal, collaboration and teamwork skills, including the proven ability to build and maintain productive relationships with technical and non-technical project stakeholders.
5. Demonstrated personal qualities of adaptability, flexibility, and the capacity to work productively in an environment that is subject to pressure, ambiguity, and change.
6. 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.

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## Essential

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

## 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.

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**APPROVED BY P&C DELEGATE:** Deputy Secretary of People and Culture – 02/26

Request: 7042504

Date Duties and Selection Criteria Last Reviewed: 02/26 DN

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