

Project Officer – Early Intervention and Referral Program

STATEMENT OF DUTIES

FEBRUARY 2026

Number	980473
Portfolio	People and Culture
Branch	Organisational Safety and Wellbeing
Section/Unit/School	Early Intervention and Referral Program
Supervisor	Program Manager – Early Intervention and Referral Program
Award	Tasmanian State Service Award
Classification	General Stream, Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave.
Location	South

Context

The People and Culture portfolio leads organisational capability, workforce wellbeing, safety, and culture initiatives to support a high-performing, resilient public sector. Within this portfolio, the Organisational Safety and Wellbeing Branch provides strategic and operational services to enhance physical and psychological safety across the Department.

The Early Intervention Referrals Program aims to work collaboratively with internal stakeholders and external agencies to strengthen the Department’s capacity to respond to emerging risks and high impact cases, including the provision of specialist advice to enhance the Departments ability to respond to high-risk referrals involving children and young people. Additionally, the program collaborates closely with Tasmanian Police, Department of Justice and Department of Health, to provide guidance on the management of early intervention referrals.

By integrating evidence-based practice, legislative requirements, and cross-sector collaboration, the program contributes to a resilient and high-performing workforce. Its work supports the Department's broader goals of safety, inclusion, and sustainable workforce participation.

Primary Purpose

The primary purpose of this role is to provide high-level coordination and project support to the Early Intervention and Referral Program. The position underpins the effective functioning of program operations and initiatives through the delivery of accurate, timely and efficient project, communication, and logistical services.

The role also contributes to the development and implementation of program documentation, communication products, procurement processes, reporting, and stakeholder engagement activities, ensuring the program is well-supported to meet departmental needs.

Level of Responsibility/Direction and Supervision

The occupant works as part of the Early Intervention and Referral Program team and operates with a moderate degree of autonomy in accordance with established processes, guidelines and program objectives. The role is responsible for coordinating functions, managing information, supporting program activities, and maintaining effective stakeholder communication, often requiring the interpretation of procedures and problem-solving within defined parameters.

The position receives general direction from the Program Manager – Early Intervention and Referral Program, with support available for complex matters or unusual circumstances. The occupant is expected to exercise initiative, manage competing priorities, maintain confidentiality, and work collaboratively to support program outcomes.

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

1. Provide high-level project support for the Early Intervention Referral Program, including meeting coordination, event programs (online and in-person), drafting reports, procurement and contract support, and minor market/product research and specifications.
2. Coordinate program communications to key stakeholders, including preparing and publishing materials for the intranet, internal newsletters, correspondence, reports and related information.
3. Provide program support for the delivery of a range of Early Intervention Referral Program initiatives, activities and projects.
4. Assist with managing human, financial and physical resources for the program, including enquiry management, financial processing, records management, and liaison with internal and external stakeholders and consultants.
5. Support departmental representatives participating in Early Intervention Referral Program forums and networks across regional, state and national levels.
6. Contribute to continuous program improvement activities, supporting planning, evaluation, reporting and the development of efficient systems to support programs.
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.
8. 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 experience in providing high-level project support in a complex environment, with strong organisational, coordination and time-management skills.
2. Well-developed communication skills, including the ability to produce high-quality written materials, stakeholder communications, and program documentation.
3. Proven ability to interpret and apply processes, procedures and guidelines, including procurement, financial transactions, and information management systems.
4. Strong interpersonal skills with the ability to liaise effectively with a broad range of internal and external stakeholders, maintaining confidentiality and professionalism.
5. Demonstrated capacity to use contemporary information and communication technologies, including Microsoft Office applications, online collaboration tools and record-keeping systems.
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.

- | | |
|------------------|--|
| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• Previous experience in a similar role |

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 P&C DELEGATE: 520040, Manager – Talent Acquisition – 02/26 JF

Request: 7043176

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