

Policy and Project Officer

STATEMENT OF DUTIES

JUNE 2023

Number	Generic
Portfolio	Continuous Improvement and Evaluation
Branch	Youth Justice
Section/Unit/School	N/A
Supervisor	Executive Director, Services for Youth Justice
Award/Agreement	Health and Human Services (Tasmanian State Service) Award
Classification	General Stream Band 5
Employment Conditions	Permanent, Full-time, 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South
Check Type	Annulled
Check Frequency	Pre-employment

Context

The Department for Education Children and Young People bring together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives. DECYP provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing.

Primary Purpose

As part of Services for Youth Justice, support the provision of strategic policy advice that informs decision making across the youth justice portfolio and contribute to the development, delivery, implementation and review of strategic policy and projects to improve outcomes for children and young people in Tasmania.

Level of Responsibility/Direction and Supervision

Working individually or as part of a team, the occupant is responsible for providing accurate and timely advice that informs decision making and effective support for strategic policies and projects that are consistent with the Government's and the Department's strategic direction.

The occupant is expected to work with minimal supervision. General direction will be provided by the supervisor. The occupant is expected to be able to use initiative and exercise some discretion in resolving non-standard issues.

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. Research and analyse policy issues and contribute to solutions, proposals and recommendations.
2. Draft a range of written documentation including ministerial correspondence, reports, briefing notes, project plans and communications material.
3. Contribute to planning and delivery of projects and initiatives that involve liaison, coordination and collaboration with other team members and internal and external stakeholders.
4. Assist in the review of operational services and procedures.

5. Provide secretariat, administrative and general support as required.
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 policy and project knowledge and experience together with conceptual, research and analytical skills, with the ability to identify priority issues for attention and develop advice and solutions within the context of the Government's and the Department of Education's strategic direction.
2. Demonstrated capacity to plan and manage work effectively, including the ability to exercise initiative and judgement to manage competing priorities and timeframes, and the ability to apply project management tools and approaches.
3. Demonstrated written communication skills and experience in preparing documents that are suitable for a range of audiences and purposes, including the provision of information and advice to support decision making and to facilitate stakeholder engagement, with the ability to use a range of technological platforms.
4. Demonstrated high level interpersonal, collaboration and teamwork skills, including the ability to build effective working relationships with a wide variety of stakeholders.
5. Demonstrated personal qualities of adaptability, flexibility and the ability to work productively in an environment 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.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- 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
 - e) serious traffic offences
 - 2 Identification check
 - 3 Disciplinary actions in previous employment check

Desirable

- Relevant tertiary qualifications

Working within the Department for Education, Children and Young People

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 Strategic Recruitment and Payroll
Operations – June 2023
Request:

Date Duties and Selection Criteria Last Reviewed: 06/23 JC
