

# Senior Policy and Project Officer – Preschool Outcomes Measure

STATEMENT OF DUTIES

AUGUST 2024

Number	Generic
Portfolio	Continuous Improvement and Evaluation
Branch	Strategic Policy and Projects
Section/Unit/School	N/A
Supervisor	Manager - Community Engagement
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent/Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	South

## Context

The Strategic Policy and Projects branch supports the strategic direction of the Department for Education, Children and Young People through facilitating significant organisational change, driving strategic initiatives, and leading strategic stakeholder engagement within a collaborative environment which values continuous improvement.

## Primary Purpose

Under the Preschool Reform Agreement (PRA), the Commonwealth and State/Territory Governments are collaborating to develop a new national Preschool Outcomes Measure (POM). Working within this context the role will contribute to improving education outcomes for all learners by overseeing and managing Tasmania's participation in the national trial.

The role will provide strategic policy advice to inform decision-making across the education portfolio's and will manage the development, delivery, implementation and review of the POM, as well as other designated strategic policy and projects, which may include a particular focus on child safety and child safe organisations.

## Level of Responsibility/Direction and Supervision

The occupant is responsible for the effective management and timely delivery of designated policies and projects within allocated resources, together with contributing to the development and supervision of subordinates, through the provision of feedback, mentoring and coaching.

The occupant will work with considerable autonomy to deliver project outcomes and to provide comprehensive and accurate advice and recommendations which are consistent with the strategic direction of Government and the Department.

The occupant receives direction, guidance, and general advice from senior officers within the Division.

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

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1. Manage and/or contribute to the development, delivery, implementation and review of the Preschool Outcomes Measure (POM) in Tasmania.
2. Research, analyse, assess and provide advice on matters relating to the relevant portfolio and contribute to advice, solutions, proposal, and recommendations.
3. Co-ordinate monitor and report on the implementation and impact of initiatives and projects, and provide authoritative advice to the Manager.

4. Liaise, co-ordinate and collaborate across DECYP business units, schools, the federal government, other states and territories, and external stakeholders including ACER, Nous Group, non-government school authorities and other key external stakeholders.
5. Prepare a range of written documentation including ministerial correspondence, regular updates, progress reports, briefing notes, project plans and communications material.
6. Work as part of a team to develop and nurture a culture of collaboration across the portfolio and the agency.
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.

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1. Demonstrated knowledge, understanding and experience in the provision of authoritative policy advice and the development, delivery, implementation and review of strategic policy and projects.
2. Highly developed organisational skills, including the ability to plan and manage a range of competing priorities, with the high-level project management skills, knowledge, and experience to ensure outcomes are delivered on time and to the right quality level.
3. High-level written communication skills and experience, with the demonstrated ability to write clearly and succinctly for a range of purposes and audiences, including to inform, engage and persuade, with the demonstrated capacity 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 and the ability to navigate issues, relationships, and situations with sensitivity to the political and organisational context.
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)

### 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.

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**APPROVED BY PSS DELEGATE:** 520040, Manager – Recruitment Operations – August 2021

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Request: Date Duties and Selection Criteria Last Reviewed: 08/21 VRH

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