

Senior Policy and Project Officer

STATEMENT OF DUTIES

JUNE 2024

Number	Generic
Portfolio	Services for Youth Justice
Branch	Office of Youth Justice
Section/Unit/School	N/A
Supervisor	Project Manager, Youth Justice
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

Primary Purpose

This role contributes to the development, delivery, implementation and review of strategic policies and projects to facilitate organisational change and improvement together with leading strategic stakeholder engagement across Services for Youth Justice to improve outcomes for children and young people in Tasmania.

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 less senior team members 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 that are consistent with the Government's and the Department's strategic direction.

The occupant receives direction, guidance, and general advice from senior staff within Services for Youth Justice.

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. Manage and/or contribute to the development, delivery, implementation and review of strategic policy and projects.
2. Research and analyse policy issues and contribute to advice, solutions, proposals, and recommendations.
3. Prepare a range of written documentation including ministerial correspondence, reports, briefing notes, project plans and communications material.
4. Liaise, coordinate, and collaborate with team members and internal and external stakeholders.
5. Supervise team members, including supporting the development of performance development plans and providing feedback, mentoring, and coaching to direct reports and other team members as required.
6. Oversee and guide the development of draft documentation, reports and advice to ensure accuracy and completeness prior to final clearance by a senior officer.
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 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, including the demonstrated ability to write clearly and succinctly for a range of purposes and audiences, including to inform, engage and persuade, with the demonstrated 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 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, including a demonstrated capacity to contribute to a culture of continuous improvement and an ability to support the professional development of less experienced team members.

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 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
