

Administration Officer B4 Early Years Coalition

STATEMENT OF DUTIES

AUGUST 2017

Number	970321
Portfolio	Continuous Improvement and Evaluation
Branch	Strategic Policy and Projects
Section/Unit/School	N/A
Supervisor	Senior Project Officer – B4 Early Years Coalition
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent, Full-time, 73.50 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

Primary Purpose

Within a team environment, provide support to the functions of the B4 Early Years Learning Coalition (B4) initiative including any B4 Working Groups and the B4 Support team. Provide effective executive, clerical and administrative support to the Senior Project Officer B4 and key stakeholders, including the B4 Deputy Chair, Leaders, B4 Working Groups, members and Manager – Community Engagement.

Level of Responsibility/Direction and Supervision

Responsible for the performance and accuracy of day-to-day tasks, and for providing effective administrative and clerical assistance and effective secretariat support.

The occupant is expected to exercise judgment and initiative and receive general direction from the Senior Project Officer B4.

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. Provide effective administrative and secretariat support to the team and key stakeholders, including coordination of daily operations and assistance with the administration of the grants program.
2. Organise and schedule meetings, conferences, events and functions as required and prepare agendas and collate background/briefing material.
3. Operate and maintain accurate information management systems, including preparation of correspondence and coordination of effective records management.
4. Assist with the coordination of internal and external communication and provide support to the Senior Project Officer B4 and the Manager - Community Engagement, across a range of communication functions, including online content and events management.
5. Contribute to the development and implementation of innovative processes, procedures and solutions to support high quality service delivery and administration.
6. Assist in the management of the B4's resources in line with established guidelines, systems and processes.
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. Extensive administrative and executive experience, including records management, finance and budgeting.
2. Proven personal skills of initiative, self-motivation, planning and organisation as well as the capacity to work effectively under pressure and to set and meet appropriate priorities.
3. Sound interpersonal skills, including written and oral communication skills, with the ability to work as an effective member of a small team, communicate effectively with people at all levels and maintain confidentiality.
4. Demonstrated information technology skills, including use of the Microsoft suite of products and organisation-specific information management systems.
5. Knowledge, or the ability to acquire such knowledge, of established work processes and practices of the Division, including and understanding of related departmental policies and procedures.
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 | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• Nil |

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: 964915 – Manager Vacancy and Staffing Services – January 2017
Request: 54078

Date Duties and Selection Criteria Last Reviewed: 01/22 CH
