

# Project Officer

## STATEMENT OF DUTIES

APRIL 2024

Number	978582
Portfolio	Schools and Early Years
Branch	Early Years Partnerships
Section/Unit/School	N/A
Supervisor	Project Manager – Strategic Projects & Initiatives
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 5
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South

## Primary Purpose

Provide project coordination and support for the ongoing development and implementation of a range of key early year partnership projects and programs including Child and Family Learning Centres.

## Level of Responsibility/Direction and Supervision

The occupant is responsible for completion of assigned tasks and expected to operate with autonomy in day-to-day activities with broad direction from the supervisor together with guidance and information from senior managers within the team.

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. Assist with the development, implementation and co-ordination of identified operational projects and programs, including monitoring of projects and reporting of program outcomes and data as required.
2. Provide advice and undertake research into a range of project and programs together with the provision of executive support to committees and project teams.
3. Collaborate and negotiate with stakeholders on early years projects and programs including supporting the implementation and operation of Child and Family Learning Centres across the Network.
4. Prepare written documentation, including preparation of project documentation, departmental reports, briefing notes, and correspondence in relation to early years projects including Child and Family Learning Centres.
5. 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.
6. 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 project management skills including the ability to identify and synthesise relevant issues and priorities together with the ability to exercise sound judgement to ensure the successful delivery of project outcomes.
2. Demonstrated high level interpersonal skills including sound liaison and

negotiation skills with the capacity to interact and liaise effectively with staff and stakeholders at all levels.

3. Demonstrated capacity to work independently, develop consistent processes and manage a wide range of tasks with competing and changing priorities, within identified time frames.
4. High level verbal and written communication skills, including the ability to prepare clear, concise project documentation, high quality meeting minutes; and other user-friendly written outputs.
5. High level personal skills of initiative, innovation, self-motivation and flexibility and the capacity to work as a member of a team.
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.
- A current Driver's Licence.

## 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:** 973874 – Deputy Director Strategic Recruitment and Payroll  
Operations – March 2020  
Request: 48971

Date Duties and Selection Criteria Last Reviewed: 04/21 RCL

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