Title: Graduate Research Officer
Number: 355565

Award: Tasmanian State Service Award
Classification: Graduate

Office of Strategic Legislation and Policy
Full Time Equivalent (FTE): 1.00 FTE

Division
Supervisor: Director
Direct Reports: Nil

Branch
Location: Hobart

Terms of Employment
Fixed term, full-time, 73.50 hours per fortnight, for 12 months. Some interstate and intrastate travel may be required.

Position category and funding
Cost code: A032

The Department of Justice’s Aim, Purpose and Values:

Aim: A fair, just and safe Tasmania.

Purpose: By working with the community to achieve a fair, just and safe Tasmanian through:
- Providing an accessible system of justice
- Protecting and respecting rights
- Improving laws, influencing behaviours and enforcing responsibilities

Values: Department of Justice officers and employees act consistent with the State Service Code of Conduct and:
- Behave with integrity
- Respect others
- Are accountable for our actions and decisions
- Are co-operative, inclusive and open in our dealings
- Act without personal bias, prejudice or improper motive

Divisional information
The Office of Legislation Development and Review provides the following services:

- provides expert advice on the development and review of legislation;
- manages the Department’s legislative review program including necessary consultative processes; and
- provides high-level advice in relation to legal and other policy issues including the administration of justice in Tasmania.
More information about the operations of the department is available on its website.

**Objective**
Undertake work of a research and administrative nature, including projects and policy development related to the law and legislative matters. This work will involve, investigation and research and the analysis of complex legal and policy issues. It also involves an understanding of the administration of justice and the role of the Attorney-General.

**Duties**
1. Undertake research and policy projects, either individually or in conjunction with more senior staff and provide solutions, develop proposals and put forward recommendations.
2. Assist in the development and implementation of legislative proposals including the preparation of Cabinet Minutes, Briefing Papers and instructions to Parliamentary Counsel.
3. Manage and/or coordinate legislative projects under the supervision of the Director of other senior officers.
4. Liaise and consult within the agency and with other stakeholders to ensure their input into legal policy development.
5. Advise on emerging legal issues and provide policy advice to the Director in relation to legislative issues.
6. Assist in the preparation high level documents for the Attorney-General including replies to correspondence, Minutes, Cabinet Minutes, Issues Briefings, Executive Council papers and Second Reading Speech packages.

**Level of responsibility**
Responsible for ensuring that all work carried out is thorough, well researched, accurate and timely. Required to display flexibility, creativity and initiative in developing proposals and recommendations for consideration by departmental and other staff and will be responsible for the accuracy of such proposals and recommendations.

**Direction and supervision received**
Directions and work priorities are set by the Director, Office of Strategic Legislation and Policy but as the occupant gains experience the occupant will receive less day-to-day supervision and be subject to general supervision where discretion and choice in selecting the most appropriate method for completing the allotted task is not only encouraged but also expected. The Director will always review final work.

**Selection criteria**
The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Sound conceptual, analytical and research skills, including problem solving and strategy development skills.
2. Understanding of, and the ability to interpret, apply and provide advice in relation to relevant legislation policies and procedures.
3. An understanding of the development and review of policy and an understanding of the political and social context in which the department operates.

4. Well developed interpersonal and negotiation skills including high level written and verbal communication skills.

5. Ability to work in a team environment and to contribute to the achievement of team goals.

6. Well developed organisational skills and the ability to plan, organise and prioritise a variety of concurrent tasks effectively and operate within prescribed timeframes.

**Working environment**

Employment in the State Service is governed by the State Service Act 2000. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9). Further information about this is on the Department of Justice website or in Employment Directions.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

**Requirements**

**Essential:** A bachelor degree in a relevant discipline.

**Desirable:** Nil
# Tasmanian State Service
## Application for Employment

Please include this form, a statement addressing each selection criterion, your resume and any other relevant material in your application. Visit www.jobs.tas.gov.au or contact the vacancy contact officer for the selection criteria and more information.

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<th>Vacancy Title</th>
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<td>Agency/Department</td>
<td>Location</td>
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- Mrs
- Ms
- Miss
- Mr
- Dr
- Other

**Given Name(s)**

**Family Name**

**Postal Address**

- Work
- Home
- Mobile
- Email

**Are you legally entitled to work in Australia?**
- Yes, I am an Australian citizen or permanent resident
- Yes, I hold a valid work visa

**Type**

**Expiry Date**

**Are you currently employed in the Tasmanian State Service?**
- Yes
- No

**Employee No.**

**Are you currently employed in the Tasmanian State Service?**
- Yes
- No

If no, and you were previously employed in the Tasmanian State Service and separated through redundancy, are you eligible for re-employment?
- Yes
- No

Please list details of two referees who are able to comment on your skills in relation to the selection criteria

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<td>Name</td>
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<td>Organisation</td>
<td>Phone Number</td>
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I understand that providing false information or withholding relevant information may result in the withdrawal of an offer of employment or dismissal.

**Signature**

**Date**

How did this vacancy come to your attention?

- The Gazette
- The Internet Job Site- www.jobs.tas.gov.au
- Agency intranet
- From a work colleague
- Newspaper, please specify
- Magazine/Journal, please specify
- Other, please specify

The State Service values the benefits of a diverse workforce. If you are selected for an interview, please let the vacancy contact officer know if you require any additional assistance.
Thank you for considering a vacancy with the Department of Justice

Further information about the Department of Justice, can be viewed on our website at www.justice.tas.gov.au

This brief document has been prepared to assist you in applying for vacancies with the Department.

Enquiries about an advertised vacancy
The Department encourages potential candidates with job related queries to communicate directly with the nominated contact officer. Enquiries about the progress of your application once you have applied may also be directed to the relevant contact officer.

Application
The application is the first stage in demonstrating your claims and ability against the vacancy. It provides you with the opportunity to ‘sell’ yourself to the selection panel and is the critical factor in whether you progress to the next stage of the selection process. It is important to have a good understanding of what the position involves and the range of skills required.

Your application should include an address to the selection criteria contained in the Statement of Duties. Your application will then be assessed by the selection panel in regard to your qualifications, work experience and relevant skills against the selection criteria.

Your application should also include a completed ‘Application for Employment’ form (Form 201) and Resume/CV. Please indicate the position number you are applying for in your application.

Essential Requirements
Where the advertised position is subject to essential requirements, you must be able to meet all the essential requirements. Copies of certificates and qualifications demonstrating that you meet the listed essential requirements should be provided with your application.

Pre-employment Checks
Where the advertised position is subject to pre-employment checks, the successful applicant will be requested to provide a current copy of their criminal history check, prior to the offer of employment proceeding.

Merit Selection
Selection decisions are made in accordance with the merit principle. This means that an assessment is based on the:

- relative suitability of the applicant;
- capacity of the applicant to achieve outcomes related to the duties; and the
- applicant’s work related qualities.

For a period of six months from the date of advertising, the selection process may be used to fill subsequent similar vacancies.

Referee Reports
The Department may wish to contact referees to discuss your application. Referees are people nominated by you that can offer comments in relation to your ability to meet the selection criteria. Details of at least two (2) referees should be provided.

Lodgement of applications
The Department prefers email lodgement of applications. The email address for lodgement of applications is applications@justice.tas.gov.au. Please ensure that your application has no more than four attachments in either Microsoft Word format, PDF or RTF (rich text format). Do not include any pictures or macros, as this may result in the attachment being rejected. Applications submitted electronically will be acknowledged by email upon submission. It is not necessary to send a hard copy of your application if you have submitted it electronically.

Hard copy applications may be forwarded to Human Resources, GPO Box 825, Hobart 7001 or delivered to Level 14, Trafalgar Building, 110 Collins Street, Hobart.

Please ensure that your application is received by the actual closing date and time specified. Late applications will not be accepted.

For further information on other opportunities within the Tasmanian State Service, visit the www.jobs.tas.gov.au website.