Department of Health
LEGAL SERVICES

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Tasmanian Government

Right to Information Decision – Public Disclosure Log

Right to Information No.: RTI201920-032

Information Requested

The information requested:

1. The number of applications received during the recruitment process.
2. The number of candidates who were interviewed.
3. Whether a recruitment agency was used, and if so, the name of the agency and the amount paid to the agency.
4. The cost of any digital or print advertisements for the vacancy, including a breakdown of the costs associated with each advertisement.
5. A copy of the position description supplied to candidates.
6. The names of the members of the selection panel.
7. Whether the Tasmanian Treasurer, the Hon. Peter Gutwein MP, was listed as a referee for any of the candidates.
8. Any correspondence between the Department of Health and the Office of the Premier regarding the position or the appointment of a candidate to the position.

Decision

My decision is to disclose the following information in possession of the public authority that is not exempt.

1. Eleven applications were submitted.
2. Three applications shortlisted.
3. A recruitment agency was not engaged. The application was placed on the Tasmania Government jobs website, Seek website, and advertised in the Australian, Mercury and Examiner newspapers.
4. The cost for advertising the position was $8,376.03 plus GST.
5. The position description is attached to this decision.
6. The selection panel comprised.
   a. Kathrine Morgan-Wicks, Secretary Department of Health;
   b. Scott Tilyard, Deputy Commissioner Department of Police and Emergency Management; and
   c. Kim Evans, Secretary Department of State Growth
7. na
8. The information requested is not in the possession of the public authority.

Department of Health and
Tasmanian Health Service

Tasmanian Government

Statement of Duties

Position Title: Deputy Secretary - Capital Program	**Position Number:** 500309	**Effective Date:** October 2019
Group and Unit: Capital Program and Operations		
Section:	**Location:** South	
Award: Senior Executive Service	**Position Status:** Permanent	
	Position Type: Full Time	
Level: 4	**Classification:** Senior Executive Service	
Reports To: Secretary		

Focus of Duties:

The Deputy Secretary - Capital Program is part of the Executive team and assists the Secretary in supporting and advising the Department's Ministers and in providing leadership and governance across the Department. As one of three Deputy Secretaries, this position is responsible for strategic oversight, leadership and management of significant and complex capital development across the health system.

The Deputy Secretary - Capital Program is responsible for the design, delivery and commissioning of over $1 Billion in health capital assets over the next 5 years. The position will provide authoritative advice and strategic options to the Government and the Secretary on health system infrastructure needs and prioritisation of operational delivery to align with clinical planning frameworks.

The Deputy Secretary - Capital Program will work across Health operational environments to lead commissioning, decommissioning and business readiness for the acceptance and operation of new capital works and their integration into existing medical environments. In particular, this position will lead acceptance of the new inpatient precinct known as K-Block in the Royal Hobart Hospital (RHH) Redevelopment Project within specified scope, budget and timeframes.

Duties:

1. Provide high-level strategic leadership, direction and oversight on all aspects of the capital program and related business operations to ensure that cost, timeframes and service delivery requirements are being met.
2. Provide timely, accurate and high quality advice to the Portfolio Ministers, Secretary and other Agencies on a range of issues, which have strategic and/or critical impact on both Government policy and the Department's objectives.
3. Manage highly sensitive and complex issues on behalf of the Department and THS and in consultation with the Secretary, as required.
4. Establish a high performing major projects framework and supporting capabilities to deliver Government and Departmental priorities.

5. Represent the Department, THS and the Government to a wide range of stakeholders in order to implement and embed Government-wide policy development and effective service-delivery and to achieve Agency objectives.

6. Build and maintain effective and collaborative relationships with a broad range of key stakeholders and lead the provision of effective communication and stakeholder management activities to progress the capital agenda of the Department.

7. Develop a contemporary and productive work environment that fosters responsibility, accountability and improvement in meeting corporate, strategic and operational goals and objectives.

8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

9. 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.

Scope of Work Performed:

- The Deputy Secretary - Capital Program receives broad policy direction from the Secretary and is required to operate with a high level of autonomy and is expected to exercise a high level of initiative and professional judgement across the spectrum of responsibilities.
- The Deputy Secretary - Capital Program works in collaboration with the Secretary and other members of the Executive, across the Agency, the Tasmanian Health Service and across Government. The incumbent will deputise for the Secretary as required.
- Officers are required to uphold and comply with the State Service Principles and Code of Conduct.
- The Deputy Secretary - Capital Program has prime responsibility for:

    a) Overseeing good governance and regulatory/policy compliance, including fraud, corruption and security control. The role is also responsible for compliance with relevant Work Health and Safety legislation, the policies, procedures and guidelines issued by the Department and for promoting the principles of managing diversity and Equal Employment Opportunity.

    b) Developing and delivering significant capital programs to meet current and emerging health service needs and providing high-level strategic authoritative advice to the Secretary and the Minister on emerging issues and key aspects of the program.

    c) Facilitating and promoting cooperation within the Department and THS in relation to issues of mutual responsibility to achieve objectives.

    d) Leading the ongoing management of the implementation of strategic projects and the provision of authoritative strategic advice on all aspects of related projects.

Desirable Requirements:

- Satisfactory completion of an appropriate course of study from a recognised tertiary institution in a relevant field.
- Extensive experience in the management of services and operation of governments at senior executive level.
- Extensive experience in the delivery of public sector capital work programs.

Selection Criteria:

- In the context of the position objective/key result areas, and the requirement for high level leadership and management expertise, please address the following capabilities:

1. **Shapes Strategic Thinking**

   Demonstrated capability to: inspire a sense of purpose and direction; show judgement, intelligence and common sense; provide high-level analysis and development of long-term strategic policy advice; and identify emerging issues and advise on how to address them from a holistic perspective.

2. **Achieves Results**

   Demonstrated capability to: build organisational capability and responsiveness; harness professional expertise; steer and implement change and deal with uncertainty; and ensure closure and deliver on intended results.

3. **Cultivates Productive Working Relationships**

   Demonstrated capability to: nurture internal and external relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.

4. **Exemplifies Personal Drive and Integrity**

   Demonstrated capability to: exemplify the Departments values; demonstrate professionalism and probity; engage with risk and show personal courage; commit to action; display resilience; and demonstrate self awareness and a commitment to personal development.

5. **Communicates with Influences**

   Demonstrated capability to: communicate clearly; listen, understand and adapt to audience; and to negotiate persuasively.

6. **Professional Expertise**

   Demonstrated capability to: evaluate complex strategic options and provide authoritative advice on a wide range of complex capital-related projects, policies and financial management matters; deliver high value, strategic projects; and lead and successfully implement organisational change; and transform project management approaches in your organisation.

Working Environment:

- Appointment to this role is through a fixed-term Instrument of Appointment for a specified duration.
- While the role is office based, some intra and interstate travel may be required.

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at http://www.dpac.tas.gov.au/divisions/ssmo

Fraud Management: The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DoH and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.