

Secretary Department of Health Tasmania



Working at the Department of Health

Our Purpose is to CARE for the Health and wellbeing of all in Tasmania.

The Secretary embodies this purpose providing leadership to more than 16 000 staff, with healthcare delivered across 300-plus health sites and settings across the State.

What we do

The Department of Health improves, promotes, protects, and maintains the health, safety and wellbeing of those in Tasmania through planning, managing, procuring and delivering high quality health services.

Our work covers a range of essential public services, including:

- public sector hospital and health support services, delivered through inpatient, outpatient, community health, residential aged care and in-home settings.
- pre-hospital emergency and medical care, health transport and medical retrieval services, delivered through Ambulance Tasmania.
- initiatives that work to improve and protect the health and wellbeing of all Tasmanians, such as those provided by Public Health Services.

Alongside our services to the community, our corporate support services provide:

- portfolio advice to the Minister for Health and Minister for Mental Health and Wellbeing.
- strategic leadership and direction to service delivery areas.
- corporate support to service delivery areas.
- a framework of policies, processes, procedures and controls.

Our Values

Compassion Accountability Respect Excellence

Having a set of Values that unites all of us, no matter where we work or what our role is across the state, allows us to bring this shared purpose to life when we come to work each day.

The Secretary role models these values for the rest of the agency through each and every interaction.



Our Commitment:

Respecting diversity is the foundation of everything that we do. This allows us to instil trust and collaborate through honest and fair communication and helps cultivate an environment of growth and innovation. We welcome applicants from key communities including Aboriginal and Torres Strait Islanders, LGBTIQ+ people, and people living with disabilities.

Our culture

Listen to interviews with our Executives at the One Health podcast.

[One Health Podcast - Spotify](#)

[One Health Podcast - Apple](#)

Explore Stories about our Health colleagues

[Tasmanian Health Careers | Tasmanian](#)

Department of Health Structure

This chart provides a high-level overview of the Departments reporting lines through Health Executive: [Organisation chart - Tasmanian Department of Health](#)

Background Context

Tasmania's health system is comprised of the Tasmanian Health Service and the Department of Health, which are combined into one health service under one Executive. Although for the purposes of the *Tasmanian Health Service Act 2018*, the Tasmanian Health Service remains a separate legal entity, it forms part of the Department of Health in supporting the coordination, management, and delivery of health services.

The Secretary oversees all Divisions:

Office of the Secretary

The Office of the Secretary (OTS) provides high-level strategic advice on corporate governance, parliamentary and public administration matters, and provides administration for essential systems and frameworks to support everyday department activity. OTS incorporates Communications, Corporate Governance, Legal Service and Ministerial and Executive Services.

Hospitals and Primary Care

Hospitals and Primary Care provide the direct delivery of a range of health services to the community through the primary hospitals (Launceston General Hospital, North West Regional Hospital, Mersey Community Hospital and Royal Hobart Hospital), district and rural hospitals, and community health facilities. They are supported by Chief Executives for Hospitals in the North, North West and South.

Finance and Business Support

Financial and Business Support Services undertake finance, revenue, procurement, supply and business support activities. The

Office of the CFO also develops and manages the Department's budget in liaison with operational areas and the Department of Treasury and Finance.

Information, Communication and Technology Services

The Chief Information Officer is responsible for the Department's ICT Services and the provision of strategic leadership in the planning, development, implementation, management and use of information management systems and technologies to enable the delivery of safe, effective and high-quality integrated care.

People and Culture

The People and Culture division leads recruitment, and payroll services. The division develops and implements HR initiatives and policy frameworks for the Department and partners with business units, providing consultancy and case-management services for a broad range of employee-related issues.

Risk

The Chief Risk Officer drives enterprise-wide risk management. It includes areas such as Internal Audit and Work Health and Safety.

Community, Mental Health and Wellbeing

Community, Mental Health and Wellbeing (CMH&W) delivers a range of community-facing services, with a focus on preventative health and health promotion and improvement activities. The

CMH&W portfolio incorporates Ambulance Tasmania, Public Health, State-wide Mental Health Services and other state-wide services including Pharmacy, Oral Health and Child Health and Parenting Services.

Clinical Quality, Regulation and Accreditation

The Clinical Quality, Regulation and Accreditation (CQRA) portfolio consolidates specialist advice to the Secretary on health professional, policy and clinical issues impacting the Tasmanian Health System. CQRA also supports the execution of responsibilities for emergency preparedness, response and recovery.

Policy, Purchasing, Performance and Reform

The Policy, Purchasing, Performance and Reform (PPPR) portfolio is responsible for core system management functions including strategy and planning, purchasing, performance management, monitoring, and reporting and analysis. PPPR ensures that services are planned and purchased in an effective and efficient manner and provides a single point of access to statistical information and quality data to help drive evidence-based decision-making.

Infrastructure

Infrastructure division oversees the planning, delivery and management of the Department's capital asset portfolio, to provide optimal support and amenity to staff and clients in a manner consistent with the delivery of quality services and compliance with relevant codes, regulations and statutes while minimising total (capital and life-cycle) costs.

Strategic Focus

As Secretary, you will drive a comprehensive strategic agenda to build and maintain a health system that meets the needs of Tasmanians now and in the future.

Our Healthcare Future

The [Long Term Plan for Healthcare in Tasmania 2040](#) was released in June 2023 focusing on delivering a more connected health system. It is the blueprint for how we will achieve our vision that all Tasmanians are supported by a world class, innovative and integrated health system.

VISION

All Tasmanians are supported by a world class, innovative and integrated health system.

PRINCIPLES

Consumer centred

Collaborative

Innovative

Integrated

Equitable

Evidence-Based

STRATEGIC AMBITIONS

Better and More Accessible Community Care

Strengthening Prevention

Partnering with Consumers and Clinicians

Building the Health Workforce

Delivering the Health Infrastructure of the Future

Strengthening the Pandemic Response

Child Safeguarding Reform

“All children and young people have the right to be safe and feel safe. Keeping children and young people safe is everyone’s responsibility. The Department is committed to strengthening how we provide services to children and young people. “

There is nothing more important than keeping children safe, and we are continuing to make positive changes within our health service to better protect the most vulnerable in our community

The Child Safety and Wellbeing Service (CSW Service) was established in late 2022 to lead the Department’s focus including::

- supporting the Department’s monitoring and response of child safeguarding issues.
- supporting work areas to foster a child safe organisation culture by providing the Department’s workers (including employees, students, volunteers, and contractors) with education and training in child safeguarding.

- providing advice to work areas to strengthen policies and protocols around child safeguarding; and engaging with young Tasmanians

The Department's efforts to strengthen child safeguarding through the Framework is supported by an independent panel of national experts.

Further details:

[Child and Safety Framework](#)

[Child Safety and Wellbeing statement of commitment 2023](#)

Digital Health Transformation

The Department is investing \$180 million over the next four years, and an anticipated \$476 million over ten years, through the **Digital Health Transformation: 2022 – 2032** Strategy, to transform the way healthcare is delivered across Tasmania.

This investment will see the launch of a new state-wide fully integrated care platform that will enable our hospitals, GPs, community health, allied health and other specialist providers to seamlessly communicate and share information with each other.

This digital transformation will deliver a range of benefits for patients, including access to convenient healthcare in local communities, improved communications about appointments, reduced waiting time for services, and less duplication of care and forms.

It will also prevent unnecessary hospital visits, helping to keep people out of hospital when they don't need to be there.

It will also free up clinicians to spend more time on clinical activities and caring for patients, and less time on administrative tasks, and chasing up paperwork.

By linking public and private health services in one digitally connected network, we will transform patient experience, improve patient care, and ensure greater equity in health outcomes across Tasmania's dispersed population.

Health Workforce 2040

[Health Workforce 2040](#) is Tasmania's first comprehensive health workforce strategy. The strategy supports the delivery of sustainable, high quality health services for all in Tasmania into the future, provided by a highly skilled, competent and flexible workforce of the right size and shape providing access to services across the state.

It comes at a time of increasing demand for health services in Tasmania driven by an ageing population, changing patterns of disease and increasing multi-morbidity, increasing patient expectations, and emerging technologies.

For many years, Tasmania has experienced challenges in attracting and retaining the health workforce required to support Tasmania's health system. This difficulty is most felt in

regional and rural communities and in some areas of practice like critical care and mental health.

One Health Culture Program

Underpinning our Strategic Priorities and delivery of our child safeguarding reforms is our work to improve our culture through our One Health Culture Program. One Health is about building an inclusive working environment reflecting the diversity of our workforce and supports employees to work together to improve the health and wellbeing of Tasmanians. It also focuses on leadership and accountability, and engaging all staff to commit to our One Health values of Compassion, Accountability, Respect and Excellence

Launched in December 2022, the One Health Culture Program Strategy undertakes activities in five key focus areas:

- Leadership accountability
- Building capability
- Workplace values and behaviours
- Health, safety and wellbeing
- Systems and processes

Our Department's culture should be reflective of our diverse workforce and the broad range of services that we deliver to our diverse community, with the view of breaking down internal silos. We understand that cultural change is going to take time, however we are committed to creating an inclusive and respectful culture that is reflective of our people.

The Role

A Head of Agency in the Tasmanian public service is central to the effective and efficient operation of Government with state and national impact. It is a complex position with multiple dimensions and substantial accountabilities.

The Secretary is concurrently a principal portfolio adviser to Government and their Ministers, an organisation head and a leader.

Responsibilities lie beyond Agencies and portfolios, encompassing a wider leadership role in the Tasmanian public service. The Secretary is expected to contribute productively to genuine cross agency collaboration in the best interests of all in Tasmania.

An important element of this role is the need to manage significant and often conflicting pressures, respond in a highly politically sensitive environment and operated within very tight timeframes.

Key Accountabilities and Responsibilities

Draw upon your extensive experience, achievements and capability to lead transformational change.

The accountability is high. The reward knowing you are genuinely making a direct difference to your community is higher.

As the Secretary of the Department, you will be accountable for:

- Providing strategic leadership for policy and service delivery.
- Ensuring effective delivery of government reforms, particularly in response to child sexual abuse recommendations.
- Serving as the principal advisor to the Government on health, mental health, and Department operations.
- Developing risk management strategies and resolving complex issues.
- Leading change management initiatives within the Department.
- Managing relationships with stakeholders, including Ministers and other government bodies.
- Formulating and implementing strategies for organisational sustainability and service effectiveness.
- Collaborating with agency heads to advance major government policy priorities.
- Reporting to portfolio Ministers on policy and operational matters.
- Overseeing continuous improvement in service planning and performance.
- Exercising delegations mandated by statutes and regulations.
- Ensuring compliance with all policy and protocol requirements, including education and training mandates.

Key skills and personal attributes

You will have demonstrated relevant policy expertise and proven strategic leadership and management skills along with the capacity to work collaboratively, encourage creativity and innovation, manage critical multi-agency projects, and to meet the highest contemporary work standards.

You will demonstrate:

- The ability to effectively manage change in a dynamic and diverse environment;
- High level strategic, conceptual, creative and analytical thinking skills;
- A positive and strong achievement orientation;

- Well-developed communication skills;
- The ability to inspire confidence, engender enthusiasm in others and unify disparate groups to work to a common purpose; and
- High levels of integrity and personal accountability.

1 Demonstrated Technical Knowledge and Ability

The ability to effectively lead a service delivery agency involved in public health.

Capabilities:

- High level of operational experience in leading a service delivery agency.
- Demonstrated capability in developing policy within a contemporary health sector.
- Excellent understanding of contemporary national and international trends in primary health care and human services
- Demonstrated ability leading resilience and recovery in the health sector.

2 Demonstrated Leadership Ability

The ability to effectively lead significant change and reform in a dynamic and demanding environment.

Capabilities:

- Acts as a change agent and inspires purpose and direction as one who can lead by example.
- Generates and maintains a shared strategic focus including team building.
- Uses judgement, intelligence, and common sense.
- Manages staff and enables risk taking and innovation in an environment of change.
- Manages effective relationships and maintains strong self-discipline.
- Demonstrates self, social and political awareness including through proactive action.

3 Strategic Analytical and Thinking Skills

High level strategic, conceptual, creative and analytical thinking skills

Capabilities:

- Thinks strategically, conceptually and analytically at the highest level.
- Develops innovative solutions within a complex political, social and multi-organisational environment.
- Astute judgment, sensitivity and awareness in identifying, managing and resolving stakeholder issues and concerns.
- Supports Ministers' strategic policy requirements.

4 Strong Outcome Orientation

A positive record of and strong focus on achievements

Capabilities:

- Commits to highly reliable and consistent standards of performance
- Uses both personal and organisational performance measures
- Understand the needs and aspirations of clients and stakeholders, including Ministers and Ministers' offices.
- Recognises opportunities, and brings them to realisation
- Manages ambiguity by dealing effectively with uncertain situations and incomplete information.
- Achieves closure and delivery

5 Influential Communication Skills

Well-developed communication skills

Capabilities:

- Communicates clearly in both written and oral modes
- Listens, understands and adapts to different audiences
- Negotiates coherently and persuasively
- Ability to articulate and promote a vision for the organisation
- Proven capability to negotiate excellent outcomes in dealings with the Commonwealth

6 Productive Working Relationships

The ability to inspire confidence, engender enthusiasm in others and unify disparate groups to work to a common purpose

Capabilities:

- Nurtures internal and external relationships and builds networks
- Facilitates co-operation, teams, and high-level autonomy
- Able to value and capitalize on the strengths of a diverse workforce
- Coaches, mentors and develops people
- Applies contemporary management practice and principles such as workplace diversity and occupational health and safety

7 Positive Personal Values

High levels of honesty, integrity and personal accountability

Capabilities:

- Balances risk-taking, innovation and courage with personal accountability
- Models professionalism, probity, and integrity

- Accepts improvement as a key personal and organisational driver
- Is adaptable, resilient and respectful
- Demonstrates a commitment to personal learning and development

Basis of Appointment and Remuneration

The Secretary is appointed by the Premier under section 31 of the *State Service Act 2000*.

The successful applicant will be appointed on contract for a period of up to five-years.

The salary range for the position commences from \$460 466 per annum.

Other conditions of employment include:

- Employer superannuation contributions of 10.5% of salary;
- Ability to salary sacrifice additional superannuation contributions;
- Official and private use of a fully maintained motor vehicle with private number plates;
- 20 working days annual recreation leave, and 20 working days personal (sick) leave per year of service; and
- Long service leave in accordance with the *Long Service Leave (State Employees) Act 1994*.

The Secretary works under an annual performance agreement with relevant portfolio Minister/s and the Premier.

Contact Information Enter Here

For more information
contact xxxxx.

www.dpac.tas.gov.au

People and Culture

