Statements of Duties

1. Introduction

A Statement of Duties is a written statement that describes particular duties allocated to a position in the Department of Education, Tasmania. Where one Statement of Duties describes the same duties of a number of positions, it is called a generic Statement of Duties.

Statements of Duties are not entirely prescriptive nor do they detail an absolute or exhaustive list of the elements of the position. However, as a minimum, the State Service Commissioner has determined that a Statement of Duties must include the following:

**Title** - the name by which the position is known.

**Classification** - the level at which the duties are classified in accordance with award requirements or classification standards issued by the State Service Commissioner.

**Employment Conditions** - details the terms under which a person is employed, for example hours worked or employment status.

**The Role** - a brief description of the function of the position.

**Level of Responsibility/Direction and Supervision** - a brief description of the scope of responsibility and the level of direction/supervision received.

**Primary Duties** - a summary of the work to be performed. It does not include every task that may be undertaken. There are normally no more than eight to ten duties listed.

**Selection Criteria** - details the skills, knowledge and attributes required to perform the duties and to achieve the objectives of the position. Statements of Duties generally do not contain more than six criteria.

Selection criteria are always prefaced by a statement regarding the State Service Principles, including merit selection and the Code of Conduct.

**Essential Requirements** - specifies the formal qualifications and mandatory requirements that a person must have to undertake the duties. Essential requirements are contained in awards, determined by the Agency or are specifically approved by the State Service Commissioner, for example Aboriginality requirements.

Please refer to the delegations [Staff access only] for details regarding approving essential requirements other than award specifications.

**Desirable Requirements** - includes qualifications/skills in a particular field or discipline which are not mandatory but would be of assistance to the person undertaking the duties.

**Working for the Department of Education** - provides requirements and expectations in respect of the State Service Principles, State Service Code of Conduct, workplace diversity and occupational health and safety.

Statements of Duties may be obtained from the [Statement of Duties database](http://www.tased.edu.au).
2. Reviewing Statements of Duties

Any change to a Statement of Duties or the creation of a new Statement of Duties must be made in consultation with the Human Resources Management Branch. In the first instance e-mail Position.Design@education.tas.gov.au.

In all cases where a position becomes vacant the Statement of Duties must be reviewed prior to any vacancy filling process.

3. Local Task Lists

A Statement of Duties is the official departmental description of the duties allocated to a position. A Local Task List can supplement, but not conflict with, the Statement of Duties from which it is derived.

Local Task Lists are not required for all positions and may be useful when one generic Statement of Duties covers a range of positions.

For example a Statement of Duties for a School Administrative Officer might specify a duty as ‘Coordinate the hire of school/college facilities’. This could be supplemented on a Local Task List as follows:

- Record the hire of the gymnasium, assembly hall and grounds in the "Hire Diary".
- Generate invoices for all facility hirers and mail to the hirers.
- Prepare a summary of hires and receipts for the School Executive Officer on a monthly basis.

An example of a Local Task List may be obtained from the Statement of Duties database.

4. Contact Details

For further information or assistance in relation to the above please contact the Manager (Establishment, Recruitment and Reporting Services) on (03) 6233 7357 or via e-mail: Position.Design@education.tas.gov.au.

<table>
<thead>
<tr>
<th>Authorised by:</th>
<th>Paul Gourlay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position of authorising person:</td>
<td>Manager (Human Resource Services)</td>
</tr>
<tr>
<td>Date authorised:</td>
<td>July 2012</td>
</tr>
<tr>
<td>Developed by:</td>
<td>Vacancy and Staffing Services</td>
</tr>
<tr>
<td>Date of last review:</td>
<td>July 2012</td>
</tr>
<tr>
<td>Date for next review:</td>
<td>November 2014</td>
</tr>
<tr>
<td>This document replaces:</td>
<td>Insert previous policy/procedure/document</td>
</tr>
</tbody>
</table>