

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Project Officer - CAMHS Reform
<b>Position Number:</b>	525757, 528458
<b>Classification:</b>	General Stream Band 7
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing – Statewide Mental Health Services
<b>Position Type:</b>	Fixed-Term, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Program Manager - CAMHS Strategic Development and Corporate Support
<b>Effective Date:</b>	February 2023
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Current Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	Tertiary qualifications in a relevant discipline

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Provide leadership in the planning, development and implementation of the recommendations related to Statewide Mental Health Services (SMHS) Child and Adolescent Mental Health Services (CAMHS) review.

Support the organisational change development, implementation and review of frameworks, policies, systems, and processes that support the key project deliverables to be achieved within the identified target dates.

Provide definitive high-level strategic advice to a broad range of internal and external stakeholders

Collaborate with the broader SMHS Reform team and other SMHS project managers to ensure that the delivery of strategic reform programs is consistent and integrated across SMHS.

Develop highly effective and productive relationships and manage networks with a broad range of internal and external stakeholders.

Undertake specific project management functions associated with the SMHS Reform Program in a health services environment including CAMHS system linkages with external agencies.

## Duties:

1. Provide high-level advice and contribute to the formulation of strategies, plans, policies, systems, and processes for the development of evidence-based service delivery frameworks for CAMHS in accordance with the project implementation plan and relevant legislation, Government policy, contemporary practice, and quality guidelines.
2. Provide leadership, establish goals and strategies, and drive the implementation and ongoing management of the CAMHS initiatives associated with the project.
3. Undertake the preparation and provision of high-level briefings and advice regarding strategy, policy and regulation issues associated with the CAMHS reform project including the implications for SMHS and the broader reform program.
4. Ensure compliance with relevant policies, practices, procedures, codes of conduct and probity requirements.
5. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, which are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

Accountable to, and reporting directly to, the Program Manager - CAMHS Strategic Development and Corporate Support, the Senior Project Officer - CAMHS Reform is responsible for the progress of the deliverables identified under CAMHS Review Program. The occupant of this role is required to exercise high levels of initiative and professional judgement, and will:

- Make a significant contribution to the strategic direction of the project and integration with other SMHS reform agendas. In collaboration with the SMHS Executive, the role has significant input into the development and implementation of strategic service initiatives relating to the implementation of the CAMHS reforms and is responsible for identifying core issues and developing options and strategies that address and support the implementation of this project.
- Develop and maintain productive relationships with a broad range of stakeholders and positively represent SMHS regarding objectives, strategies and policies.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Significant experience in developing and implementing change management programs and/or experience working at a strategic level implementing modern and contemporary practices within a best practice framework.
2. Proven liaison and consultation experience and the ability to develop and maintain strategic partnerships with a broad range of internal and external stakeholders to ensure the development and implementation of an integrated outcomes-focused project.
3. Highly developed interpersonal, communication, decision making, conflict resolution and negotiation skills, and ability to foster support for change across a diverse employee base, with the proven capacity to motivate, develop and support staff through a positive change management process.
4. Well-developed leadership qualities, including the capacity to articulate and instil the principles, goals, and vision of SMHS and the ability to lead the organisation through change.
5. Demonstrated capacity to prepare a range of high-level program documentation that clearly articulates highly complex concepts and difficult issues to a diverse range of stakeholders in terms that are understandable, coupled with the capacity to positively represent SMHS with significant expert knowledge.
6. Proven capacity to operate with a significant degree of autonomy in a complex specialised environment and to apply advanced change management skills with high levels of adaptability and flexibility, together with the high-level ability to deal effectively with competing priorities, pressure, and ambiguity.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).