

# Statement of Duties

## Justice Support Services

### Director, Working with Vulnerable People

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#### Objective

Provide support to the Executive Director through the effective management and leadership of assigned units, including the management of the Working with the Vulnerable People unit of the Output. This includes management of functions of the Working with Vulnerable People. Manage and provide authoritative advice on the legislation and other programs and projects undertaken by the Output.

#### Duties

- Oversee the day to day management of the working with vulnerable people functions of the unit and related projects as assigned.
- Manage assigned financial, information, human and physical resources and ensure that defined standards and agreed objectives are met.
- Manage and report on multiple complex projects ensuring that project deadlines and standards are met.
- Develop high level policy advice to Government on relevant state and national issues and prepare associated reports, submissions, correspondence and briefings.
- Develop strategies for educating stakeholders about their obligations under relevant legislation.
- Provide career development and professional growth for staff.
- Exercise statutory delegations including those as Registrar of Working with Vulnerable People as required.
- Liaise with project stakeholders and other groups and ensure consultation with them as appropriate.

#### Level of responsibility

- Upholding and championing the Department's commitment to the safety and wellbeing of children and young people; actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Managing WHS for the work area in accordance with the WHS Act, including to:
  - Periodically review the work area with your supervisors to assess WHS
  - reviewing hazards and incident reports and actioning in a timely and effective manner; and
  - assessing and managing risk for work activities undertaken
- Managing risks to the safety or safeguarding of children and vulnerable people in accordance with the Department's policies and procedures.

- Contributing to our values-based culture by demonstrating values of Integrity, Respect, Accountability, Inclusive and Collaborative, and leading your team in a values-based manner, including to ensure team members uphold and role model the values.
- The position is critical to the achievement of Government and SCAG objectives and the occupant is responsible for the effective management of the Regulatory Services Units.
- Briefing the Minister, Deputy Secretary and Executive Director and senior management of the Department on policy and project matters is to be expected.

## **Direction and supervision received**

- Operates without direct supervision and has a significant degree of independence of action and autonomy in day-to-day activities under broad strategic direction.

## **Selection criteria**

1. Demonstrated high level leadership and management skills, including demonstrated capacity to manage financial and physical resources, and to manage individual staff performance and to promote a participative and cooperative work environment.
2. Demonstrated high level interpersonal and oral communication skills including the proven ability to negotiate and manage conflict, develop effective partnerships and represent the Government and Department to identify and explain acceptable solutions in situations of differing interests.
3. Excellent written communication skills including the proven ability to produce information that is readily understandable to non-specialists.
4. Excellent strategic, research, conceptual, analytical and creative skills, with the ability to develop and make sound judgements about strategies at a senior level
5. Proven knowledge and high level experience in the management of multiple complex projects and self-management skills.
6. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of managers.

## **Essential requirements**

- Registration to work with vulnerable people prior to appointment to the position.

## **Desirable requirements**

- Relevant tertiary qualifications.

## Position summary

<b>Title</b>	Director, Working with Vulnerable People
<b>Number</b>	357452
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 8
<b>Division</b>	Regulatory and Service Delivery
<b>Full-time equivalent</b>	1.0
<b>Output Group</b>	Justice Support Services
<b>Branch</b>	Working with Vulnerable People
<b>Supervisor</b>	Executive Director
<b>Direct reports</b>	Up to 5
<b>Location</b>	South
<b>Position category and funding</b>	T661

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