

## Statement of Duties

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| <b>Position Title:</b> Team Leader   | <b>Position Number:</b><br>Generic                | <b>Effective Date:</b><br>July 2014 |
| <b>Group and Unit:</b> Children and Youth Services – Children and Families       |   |                                     |
| <b>Section:</b> Child Safety Service   | <b>Location:</b> South, North, North West         |                                     |
| <b>Award:</b> Allied Health Professionals<br>(Tasmanian State Service) Agreement | <b>Position Status:</b> Permanent/Fixed-Term      |                                     |
|  | <b>Position Type:</b> Full Time/Part Time         |                                     |
| <b>Level:</b> 3  | <b>Classification:</b> Allied Health Professional |                                     |
| <b>Reports To:</b> Manager - Child Safety  |   |                                     |
| <b>Check Type:</b> Schedule I  | <b>Check Frequency:</b> Pre-employment            |                                     |

### Focus of Duties:

Coordinate the service delivery, including the coordination of financial, human and physical resources, of Child Safety Service staff employed to perform all functions of the statutory Child Safety program.

### Duties:

1. Provide day-to-day practical guidance, professional leadership, supervision and direction to members of a professional team.
2. Ensure that financial management, service delivery and administration standards are met.
3. Ensure that service objectives, policies and priorities are met effectively and efficiently to secure desired outcomes.
4. Participate in the development, implementation, evaluation of policy and divisional strategies.
5. Develop, coordinate and facilitate appropriate training and development.
6. Develop and maintain appropriate and effective relationships with client organisations, other teams and sections of the department, government and non-government agencies.
7. Oversee legal intervention processes including the preparation of court reports and affidavits and coordinate information flow and presentation of reports and cases to a multi-disciplinary assessment committee.
8. Provide professional advice and supervision to Child Safety Service staff.
9. Undertake critical and high level client contact including dealing with complex enquiries, preparation of complex correspondence and provision of detailed information about the operations of the Agency.

10. 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.
11. 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:**

- Delegations and decisions have a major impact on the operations of the work area and on the operation of the Agency. Responsible for the coordination of human, physical and financial resources of a team within the Child Safety program.
- The Team Leader undertakes delegations within set guidelines and time frames, including specific work health and safety responsibilities.
- The Team Leader works autonomously with supervision provided by the Manager - Child Safety, and has overall responsibility for the health and safety of those under their direction, providing supervision in an efficient, effective and safe manner.
- Maintain any workplace under their control to a standard that complies with the Tasmanian Work Health and Safety Act.

### **Essential Requirements:**

*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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.
- Current Driver's Licence.
- Current Tasmanian Working with Children Registration.
- 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
    - e) serious traffic offences
  2. Identification check
  3. Disciplinary action in previous employment check.

**Selection Criteria:**

1. Significant post graduate experience in a relevant field.
2. A demonstrated ability to provide supervision, leadership and direction to field staff.
3. A high level of knowledge and understanding of current statutory requirements and Departmental procedures or the ability to acquire such knowledge.
4. Demonstrated management skills including the ability to manage human, financial and physical resources and to monitor effectiveness and efficiency of service delivery.
5. An understanding of contemporary management techniques together with a commitment to Work Health and Safety, Equal Employment Opportunity and continual quality improvement.
6. A demonstrated level of strategic, conceptual, analytical and creative skills including an ability to understand and identify relevant issues in the political, social and organisational environment.

**Working Environment:**

The Department of Health and Human Services (DHHS) 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 Human Services 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. DHHS 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. DHHS 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 DHHS and THS policy) with the Department of Health and Human Services 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 Human Services 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 Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.