

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Executive Officer – Child and Youth Mental Health Service
Position Number:	529972
Classification:	Band 5
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Community Mental Health and Wellbeing – Statewide Mental Health Services – Child and Youth Mental Health Service
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Group Director - CAMHS
Effective Date:	August 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Current Working with Children Registration <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>
Desirable Requirements:	Current Drivers Licence
Position Features:	Some intra state travel may be required

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 high level support and advice associated with the administrative functions of the Child and Youth Mental Health Service, covering a broad range of areas including leading and providing executive support for the Group Director – CAMHS and the Statewide Clinical Specialty Director – CAMHS, delegating tasks to other executive support staff as appropriate.

Manage and coordinate the administrative and business support processes and reporting activities within the CAMHS Executive office to achieve agreed service delivery performance targets, demonstrating a high degree of initiative and confidentiality.

Coordinate and prepare quality complex and confidential documentation within advised timelines including Ministerial and Parliamentary Briefs, Right to Information requests and other documents relating to the activities of the Child and Youth Mental Health Service.

Provide leadership and support to the administration staff across the Child and Youth Mental Health Services to ensure statewide consistency in team administration functions.

Duties:

1. Manage and coordinate the administrative and business support processes of the CAMHS Executive office to ensure effective and efficient operation.
2. Provide high-level direct executive support to the Group Director - CAMHS and Statewide Clinical Specialty Director - CAMHS, including managing email workflow, electronic diary management, scheduling appointments, organising meeting requirements, collation of papers, and preparing and handling highly confidential, politically sensitive, and complex documentation and enquiries.
3. Provide executive support to key portfolio decision making forums and related sub-committees and strategic projects, including the timely preparation and distribution of meeting papers and required follow up.
4. Provide quality assurance checks on all forms related to Ministerial, Statutory Officer, Freedom of Information, Parliamentary, Executive Council and Executive information and associated documentation. Liaise with business units as required to ensure compliance with established performance criteria.
5. Assist with the preparation of recommendations to executive management, including preparation of reports, submissions, briefing notes, minutes, and other correspondence. Prepare correspondence on behalf of both the Group Director – CAMHS and Statewide Speciality Director CAMHS.
6. Undertake a mentoring and/or supervisory role for administrative staff working across Child and Youth Mental Health Services, including considering best practice administrative processes for contemporary clinical administrative management.
7. Administer the physical, financial and human resource activities and requirements of the CAMHS Executive office.
8. Provide effective leadership through positive collaboration and support for administrative staff across the Child and Youth Mental Health Service and delegate appropriate duties at level as required.

9. Provide professional oversight and training of the administration team across the Child and Youth Mental Health Service to enable efficient and consistent administrative processes across all teams, in collaboration with team leaders within the service.
10. Develop and maintain networks, to support and facilitate effective communication to and from the CAMHS Executive at the organisation, Department, Government, intergovernmental and national levels.
11. Coordinate and undertake complex project tasks and research in alignment with Child and Youth Mental Health Service strategic directions to support business planning and reporting, and to enhance current and future service delivery and organisational operations.
12. 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.
13. 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.

Key Accountabilities and Responsibilities:

The Executive Officer reports to the Group Director – CAMHS, but is responsible to both the Group Director CAMHS and the Statewide Specialty Director – CAMHS, working under limited supervision will:

- Be responsible for coordinating the delivery of high-quality administrative services to relevant stakeholders, which includes allocating the most appropriate resources and supervising, directing and supporting the administrative staff working across Child and Youth Mental Health Services.
- Work with considerable operational autonomy and is required to display initiative, discretion, judgement, flexibility, and creativity in carrying out the duties of the position.
- Use high levels of initiative and discretion in selecting the most appropriate method for completing tasks, in prioritising workload and in managing timelines, including allocating work to the administrative officer in CAMHS Executive Office.
- Provide professional support and advice related to the work activity of administrative staff working across the Child and Youth Mental Health Service.
- 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
 - e. serious traffic offences
 2. Identification check
 3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated experience and understanding of the provision of high-level executive support in a demanding senior management environment, including the ability to provide authoritative advice and recommendations for complex activities and maintain effective information flow to meet required outputs and timeframes.
2. High level communication and interpersonal skills, including the ability to negotiate and resolve conflict, with the proven ability to build productive relationships effectively and efficiently and to liaise with management, staff and internal and external stakeholders.
3. Proven experience in the production and preparation of high-quality documents, in a variety of formats for diverse organisational, Department, Ministerial, intergovernmental and public audiences.
4. Understanding of project management principles and the demonstrated ability to undertake in depth research and analysis to support project outcomes.
5. Understanding of the role of organisational strategic directions and business plans, their alignment with the Department of Health and Government policy.
6. Demonstrated understanding of the political and social context in which Child and Youth Mental Health Service operate, with the ability to exercise initiative, judgment and discretion and ensure matters are dealt with in a highly confidential manner.

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](#).