

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Senior Policy and Project Officer - Child Safety and Wellbeing
<b>Position Number:</b>	527470, 526137, 526138
<b>Classification:</b>	Band 6
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Community, Mental Health and Wellbeing Mental Health, Alcohol and Drug Directorate
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South
<b>Reports to:</b>	Manager - Child Safety and Wellbeing
<b>Effective Date:</b>	August 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Current Working with Children Registration or Current Registration to Work with Vulnerable People
<b>Desirable Requirements:</b>	Appropriate professional and/or tertiary qualifications in business administration, law, or public policy
<b>Position Features:</b>	While the role is office based, some intra- and interstate 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.*

## Background:

The purpose of the Child Safety and Wellbeing Service is to support the Department to create a child safe and trauma-informed culture, implement strategies and take action to promote child safety and wellbeing, including ensuring that the Department is child-centred, engages with children and young people, and develops systems to ensure children are safe and supported.

## Primary Purpose:

The Senior Policy and Project Officer is expected to:

- Contribute to, and support, the development of high level strategy policy analysis, including providing specialist advice on strategic policy issues.
- Plan, coordinate and deliver a range of approved projects and strategic initiatives relating to safeguarding children and young people across the Department of Health, where appropriate, and support and assist in the delivery of CSW Service priorities.

## Duties:

1. Provide specialist advice and high level policy analysis to the Manager, portfolio Ministers, the Secretary, Agency colleagues and other stakeholders on strategic policy issues relating to Child Safety and Wellbeing.
2. Work collaboratively with other team members to support the planning, coordination, development, monitoring and delivery of specific projects.
3. Undertake projects that contribute to the successful implementation of strategic initiatives and approved service priorities in collaboration with relevant stakeholders, including the review of project outputs and outcomes, and the preparation of project documentation, project status reports and communication strategies.
4. Undertake significant research and analysis activities, including reviewing and monitoring of the strategic local, national, and international policy environments, and current and emerging issues.
5. Prepare high level briefings, reports, plans, submissions and other business documentation correspondence for senior management, the Secretary and Ministers.
6. Represent the Child Safety and Wellbeing Service in stakeholder forums, on committees and working parties, and other groups, as required.
7. Develop and maintain strong relationships with staff, management, government agencies (local, state and Commonwealth), community sector organisations, and other key stakeholders.
8. 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.
9. 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 Senior Policy and Project Officer will work under the general direction of the Manager - Child Safety and Wellbeing while working with minimal supervision, and operating autonomously during day to day activities:

The Occupant will;

- Exercise sound judgement and initiative.
- Maintain the highest standards of quality, accuracy and timeliness of information and advice.
- Develop and maintain effective linkages with, and between, internal and external stakeholders.

- Provide high level authoritative advice, analysis, recommendations, and solutions, relating to safeguarding children and young people including state, national and international issues, and the implications for Tasmania.
- 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. Demonstrated high level knowledge and skills in policy analysis, development, and implementation, together with experience in strategic planning, research, and evaluation.
2. Demonstrated high level project management and organisational skills, including the ability to formulate and manage projects, with a demonstrated ability to meet agreed timeframes, cost, and quality outcomes.
3. Proven high level interpersonal and verbal and written communication skills and the proven ability to consult and negotiate with a wide range of internal and external stakeholders confidently and clearly convey information, ideas and provide solutions. Prepare high level documentation such as submissions, project plans, briefings, and reports.
4. Proven experience in showing high levels of initiative, professional judgement, personal resilience, and flexibility, including the demonstrated capacity for sustained effort and hard work, withstand periods of pressure and can work effectively both autonomously and as part of a high performing team.
5. Demonstrated high level ability to establish and maintain effective networks and partnerships with a wide range of stakeholders within the DoH, with other Agencies and levels of government, community sector groups, consumers, and carers.

6. Demonstrated ability to think strategically, be analytical and creative, and to understand and analyse the complex organisational, social, economic, and political factors that impact on, and inform on, strategic policy in the safeguarding children and young people arena.

## 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](#).