

Department of Premier and Cabinet Reform Lead – Keeping Children Safe



Statement of Duties

Office Details

Establishment Number	TBC
Location	Hobart
Division	Office of the Secretary
Classification	Senior Executive Service – Level 4
Reports To	Secretary.
Employment Status	Fixed-Term, Full-Time day work; 5-year Contract

Your Role Objective

Lead transformational change in child safety issues by providing strategic leadership, co-ordination and direction to ensure a united approach across Government, including government funded agencies and statutory bodies, to keeping children and young people safe in Tasmanian Government institutions. Build a culture across Government that is child centred, trauma informed, listens to the voices of children and young people, adults with lived experience of child sexual abuse as children and voices from diverse communities; and ensures contemporaneous education to change attitudes and beliefs.

Your Major Duties

Key result areas include:

- Lead a whole-of-government response to all recommendations arising from the Tasmanian Government Commission of Inquiry into Child Sex Abuse in Institutional Settings
- Manage a multi-disciplinary policy team working across all portfolios in government to provide definitive advice to the Premier and Cabinet on government policy direction and complex whole of government and multi-agency matters including:
 - the Keeping Children Safer Unit and leadership of the Unit's responsibility for coordination and delivery of Whole of Government reforms relating to the Government's priority of Keeping Children Safer, including Tasmanian Government's Response to the Commission of Inquiry into Child Sex Abuse in Institutional Settings
 - strategic policy advice and leadership to coordinate, manage and deliver complex governance and policy and programs in relation to Child and Youth Wellbeing.
- Provide strategic leadership and direction in developing and implementing whole of government reform initiatives and associated change management activities

including the development of whole of governance framework, strategies, policies, systems and processes.

- Specifically co-ordinate the development of a whole of Government child sexual abuse reform strategy for preventing, identifying and responding to child sexual abuse.
- Direct the development, implementation and ongoing evaluation and review of policies, programs and priorities in relation to the implement of the Commission of Inquiry to ensure alignment with Government's strategic policy direction.
- Collaborate to deliver effective governance across Government and within the Agency as a key participant in critical planning and decision-making processes.
- Lead and enhance strategic long-term engagement with non-government organisations to ensure that all perspectives and implications are considered in formulation of the reform strategy and action plan.
- Provide timely, strategic, expert and authoritative advice to the Premier, Ministers, Secretary and Secretaries Board to enable fully informed evidence-based strategic policy recommendations and decisions.
- Provide the central point of reference for Government, the non-government sector and the broader community on strategic matters and policy decisions relating to children and young people.
- Represent the Government and the Agency in consultations and negotiations with key external stakeholders, including other government jurisdictions nationally and/or internationally at chief executive and senior executive level, to optimise outcomes for Tasmanian children and young people, the Agency and the Government.
- Lead high level collaboration and connectedness across agencies, governments, the private sector and non-government organisations, including the negotiation of key agreements when necessary, to influence decision making that will support the reform agenda and keep children safe.
- Co-ordinate the development and implementation of strategies, systems and programs designed to keep children safe and to achieve cultural change thereby improving the operations of government agencies.
- Actively participate in and contribute to practices that will ensure the Department of Premier and Cabinet and other agencies are trauma informed, diverse, inclusive, and safe organisations.

Your Level of Responsibility, Direction and Supervision

Shared accountability with the Secretary DPAC and Secretaries Board for ensuring the key objectives established for Government agencies are met.

Provide strategic leadership for designated whole-of-government policies and projects.

Responsible for the strategic management of the human, physical and financial resources of designated work units and program implementation areas in the Department – currently the Keeping Children Safer Unit and Child and Youth Wellbeing and across Government agencies where applicable.

Decisions and advice critically impact on the successful implementation of the Government's significant reform agenda to keep children safe.

Lead a strategic vision and outcomes for community partnerships and priorities aligned with and supporting key Government strategic priorities.

Innovation and creativity required in dealing with highly sensitive problems and resolving difficulties.

Lead and undertake sensitive and complex negotiations at chief executive and senior executive level with agencies of the Tasmanian and other governments, and private and community sector organisations.

Represent the Government in external forums.

Accountability of Role

The occupant will report directly to the Secretary, Department of Premier and Cabinet.

Overall strategic direction agreed in consultation with the Secretary and the Secretaries Board, however, the Reform Lead has extensive independence and autonomy in the determination of strategies, priorities, work standards and the allocation of work.

Performance Management

The Department of Premier and Cabinet Performance Management Framework is designed to support the agency's business planning process and provide a clear link between the Senior Officer's performance and development and the achievement of Department of Premier and Cabinet's strategic direction.

The performance assessment of the Reform Lead will be based on the following measures:

- Key achievements against an annual performance agreement.
- In the context of the requirement for high level leadership and management expertise, an assessment of demonstrated capability against the Senior Executive Leadership Capability Framework to shape strategic thinking; achieve results; cultivate productive working relationships; exemplify personal drive and integrity; and to communicate with influence.

Selection Criteria

1. Knowledge

Comprehensive knowledge and understanding of:

- Contemporary community development policy frameworks including capacity building, codesign, lived experience, systems innovation and transformative government processes;
- Whole of government governance
- Strategic policy development and implementation processes;
- Provision of high quality customer service in a public sector environment;
- Intergovernmental relations across a wide range of subject matter including local government and community sector stakeholders;
- The social, political and organisational environment in which the Department operates, including its role as a central agency; and
- The principles and practices of contemporary project management and quality and governance issues within a project management framework.

2. **Shapes Strategic Thinking:** Demonstrated capability to inspire a sense of purpose and direction; show judgement, intelligence and common sense; provide high-level analysis and development of long-term strategic policy advice; and identify emerging issues and advise on how to address them from a holistic perspective.

3. **Achieves Results:** Demonstrated capability to build organisational capability and responsiveness; harness professional expertise; steer and implement change and deal with uncertainty; and ensure closure and deliver on intended results.
4. **Cultivate Productive Working Relationships:** Demonstrated capability to nurture internal and external relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people. Ability to lead and motivate people in a team working project environment and to manage/cement strategic partnerships at multi government levels and with other organisations.
5. **Exemplifies Personal Drive and Integrity:** Demonstrated capability to exemplify the Department of Premier and Cabinet's values and demonstrate professionalism and probity; engage with risk and show personal courage; commit to action; display resilience; and demonstrate self-awareness and a commitment to personal development.
6. **Communicates with Influence:** Demonstrated capability to communicate clearly; listen, understand and adapt to audience; and to negotiate persuasively. Excellent presentation skills and ability to represent the Government in a variety of forums. Excellent written communication skills.
7. **Creative skills:** Demonstrated record of achievement in contemporary project management and the proven ability to manage large complex projects across different organisations and community settings. Demonstrated record in developing complex legislation and supporting its passage through parliamentary processes.

Desirable Requirements

A degree or other tertiary qualification in a relevant field.

More information

For more information about Senior Executives please go to the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo>