# Safe at Home

Analyst – Statement of Duties

### Objective

This role contributes to the Safe Families Coordination Unit (SFCU). The SFCU is a state-wide collaborative unit which undertakes a cumulative assessment of risk and harm to coordinate support services for victims of family violence and hold perpetrators to account.

Working in the SFCU requires resilience, excellent communication and decision-making skills, and an ability to engage with partner agencies and to work collaboratively within a sometimes complex and pressurised environment.

### Duties

* Search all relevant agency databases to identify information which may add to a cumulative assessment of risk and harm to victims of family violence, children affected by family violence and to perpetrator risk of repeat family violence.
* Through liaison, dialogue and searching collect and collate relevant information across all agency databases.
* Contribute relevant and proportionate information to the agency multi-risk assessment.
* Bring to the attention of the supervisor any information that comes to light during research that may either heighten or lower the risk to families.
* Provide initial analysis of the risk areas identified during research and discuss with the position’s supervisor.
* Identify any service/system gaps during research and bring to the attention of the supervisor of the position.
* Perform the duties of the SFCU DoJ Investigator during their absence from the unit.
* Other tasks as directed by the supervisor.

### Level of responsibility

* The SFCU Analyst is responsible for the timely and accurate delivery of role tasks exercising ethical and independent judgement and under the supervision of SFCU Investigator, Department of Justice.
* Work is of a highly sensitive and confidential nature. The incumbent is accountable for ensuring that work undertaken is thoroughly researched, well planned and produced in an accurate and timely manner.
* Conduct your work in a safe manner such that it does not put yourself or others at risk.
* Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
* You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

### Direction and supervision received

* The SFCU Analyst is responsible to the SFCU Investigator Department of Justice and will receive broad direction in relation to undertaking the duties and responsibilities for the position.

### Selection criteria

1. Knowledge of, and the capacity to interrogate, agency databases and to identify information pertinent to family violence.
2. Understanding of family violence and behaviours or indicators that may be suggestive of family violence from the perspective of adult and child victims and perpetrators, or the capacity to quickly acquire this knowledge in a reasonable timeframe.
3. Understanding of the Safe at Home project and the *Safe Homes, Safe Families*, and the contribution of the Safe Families Coordination Unit, or the capacity to quickly acquire this knowledge in a reasonable timeframe.
4. The ability to distil information across a large range of data sources with speed and to record that information with a high level of accuracy.
5. Demonstrated ability to work well with others in the pursuit of team goals, including sharing information and supporting team members in a professional manner, showing consideration and respect for others.
6. High level analytical skills, specifically knowledge of Department of Justice databases and including the ability to understand the political, social and organisational environment in which the SFCU operates and identify relevant issues.
7. Good self-management skills including the ability to manage competing tasks, exercise initiative and sound judgement under pressure.

### Essential requirements

* Current Working with Vulnerable People Registration.

### Desirable requirements

* Nil

### Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
* Arson and fire setting
* Violent crimes and crimes against the person
* Sex-related offences
* Drug and alcohol related offences
* Crimes involving dishonesty
* Crimes involving deception
* Making false declarations
* Malicious damage and destruction to property
* Serious traffic offences
* Crimes against public order or relating to the Administration of Law and Justice
* Crimes against Executive or the Legislative Power
* Crimes involving Conspiracy
1. Disciplinary action in previous employment.
2. Identification check.

### Position Summary

| Title | Analyst |
| --- | --- |
| Number | 356780 |
| Award | Tasmanian State Service Award |
| Classification | General Stream Band 4 |
| Division | Regulation and Service Delivery |
| Full Time Equivalent | 1.0 |
| Output Group | Safe at Home  |
| Branch | Safe Families Coordination Unit  |
| Supervisor | Investigator Safe Families Coordination Unit |
| Direct Reports | Nil |
| Location | Hobart  |
| Position category and funding | T704 |