

# Senior Policy and Engagement Officer

STATEMENT OF DUTIES

JULY 2017

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|-----------------------|--|
| Number                | 522355   |
| Portfolio             | Business Operations and Support  |
| Branch                | Commissioner for Children and Young People   |
| Section/Unit/School   | N/A  |
| Supervisor            | Manager, Monitoring and Engagement   |
| Award/Agreement       | Tasmanian State Service Award  |
| Classification        | General Stream Band 6  |
| Employment Conditions | Permanent/Fixed-term, Full-time/Part-time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. |
| Location              | South  |
| Check Type            | Annulled   |
| Check Frequency       | Pre-employment   |

## Context

The Commissioner for Children and Young People was established by the *Commissioner for Children and Young People Act 2016*. The Commissioner is an independent statutory officer who reports to Parliament. The Commissioner's main role is to advocate for and promote the wellbeing of children and young people. Wellbeing includes the care, development and education, and the physical, emotional and psychological health and safety, of children and young people.

In performing the functions of the role, the Commissioner and those working in the Office of the Commissioner are required to take account of the United Nations Convention on the Rights of the Child.

Staff working in the Office of the Commissioner for Children and Young People are employees of the Department of Education Children and Young People (DECYP).

## Primary Purpose

Under the general supervision of the Manager, Monitoring and Engagement, the Senior Policy and Engagement Officer will:

- In accordance with legal and statutory requirements, take responsibility for providing high level, specialised and strategic advice on a broad range of issues relating to the wellbeing of children and young people in Tasmania.
- Investigate, review, research and analyse current or proposed legislation, policies, practices and services which are provided to, or have the capacity to impact upon, children and young people in Tasmania.
- Support the Commissioner in the design, coordination and undertaking of consultations and other engagement activities with children and young people.

## Level of Responsibility/Direction and Supervision

Under the broad direction of the Manager, Policy and Monitoring, the Senior Policy and Engagement Officer will:

- Provide high level, authoritative and conceptual advice on a broad range of policy issues relevant to the functions of the Office of the Commissioner for Children and Young People.
- Maintain high level knowledge of State and Commonwealth legislation, policy directions and service delivery relating to the wellbeing of children and young people.
- Perform the role with a significant degree of independence and autonomy within a complex and confidential work environment.
- Apply initiative and judgement in the planning, organisation and prioritisation of workloads.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is

expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Support the Commissioner for Children and Young People by providing high level strategic, conceptual and analytical thinking on policy and other issues related to the promotion and protection of the rights and wellbeing of children and young people in Tasmania.
2. Support the Commissioner in designing, coordinating and undertaking consultations and other engagement activities with children and young people. This includes collation and analysis of consultation material to inform and support the Commissioner's role to advocate for the wellbeing and rights of children and young people across Tasmania.
3. Monitor and review policies, practices and services impacting on children and young people in Tasmania, undertake complex research and investigations, and provide high level specialist advice and recommendations on matters relating to children and young people, and current and future policy and practice.
4. Develop and maintain effective collaborative relationships with representatives of the community, private enterprise, relevant community groups, peak bodies and service providers, including State, Commonwealth and non-government organisations, and engage and liaise with key stakeholders, including children, young people and their families, carers and educators.
5. Contribute to the development of high-quality publications, resources and other initiatives with respect to the wellbeing of children and young people, with a significant degree of independence and autonomy.
6. Undertake high level research on complex matters for the preparation of correspondence, briefings, media releases and speech notes for the Commissioner for Children and Young People.
7. Contribute to projects and monitor and report on current policy and practice that impact children and young people.
8. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that will ensure Communities Tasmania is a child safe organisation including reporting, record keeping and information sharing obligations.
9. 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.

10. 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.
11. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Demonstrated knowledge of State and Federal legislation and International Conventions as they pertain to children and young people including a commitment to, and knowledge of, the rights of children, young people and their families, advocacy practices and the principles of empowerment.
2. High level written, oral and interpersonal communication skills, in particular the ability to engage and negotiate effectively with a wide range of stakeholders, including a diverse range of community and government representatives, children, young people and their families.
3. High level knowledge and experience in developing, implementing and reviewing engagement activities, particularly with children and young people and stakeholders of diverse abilities and needs.
4. Demonstrated ability to work constructively as a member of a multidisciplinary team, including an ability to be adaptable and flexible, working within an environment subject to work pressure, competing priorities, ambiguity and change.
5. Demonstrated ability to project manage, plan, organise and prioritise workloads, including the ability to work in a complex and busy work environment with short time frames.
6. Demonstrated ability to manage highly confidential and sensitive materials and issues with discretion and credibility.
7. Well-developed computer skills, including demonstrable competency in the use of word processing, spreadsheet and database packages
8. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment.

It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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### **Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- 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 actions in previous employment check

### **Desirable**

- Tertiary qualifications in a relevant discipline

## **Working within the Department for Education, Children and Young People**

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm.

The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** 973874 – Deputy Director Strategic Recruitment and Payroll  
Operations – DATE  
Request:

Date Duties and Selection Criteria Last Reviewed: DCT 2017

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