

## Department of Education

### STATEMENT OF DUTIES – September 2022

<b>Title</b>	Student Support Response Coordinator
<b>Number</b>	Generic
<b>Portfolio</b>	Services for Children and Young People
<b>Branch</b>	Learning Services
<b>Section</b>	Student Support
<b>Sub-Section/Unit/School</b>	N/A
<b>Supervisor</b>	Student Support Leader
<b>Award/Agreement</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 7
<b>Employment Conditions</b>	Fixed term for 2 years, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
<b>Location</b>	Statewide

#### The Role

Lead and coordinate responses within schools to support children, young people and their families who are impacted by child sexual abuse or harmful sexual behaviour. Responses must align with the Department's approach to safeguarding children and young people and will include providing high level advice and support to schools, families/carers, the Department's Executive, Deputy Secretary Portfolio Services for Children and Young People, Director Student Support and Student Support Leaders to ensure an alignment to relevant legislation, standards, policy, and procedures.

#### Level of Responsibility/ Direction and Supervision

Responsible for professional management of responses to incidents of child sexual abuse and harmful sexual behaviour, ensuring that the best interests of children and young people are the central consideration, and coordinating all associated case management within allocated resources and budget.

Responsible for the coordination of professional support staff responses to child sexual abuse (including harmful sexual behaviours) and raising awareness on safeguarding matters for case managed children and young people in schools, in consultation with the Office of Safeguarding Children and Young People.

The occupant is expected to exercise professional judgment and act independently on a day-to-day basis, with broad direction from the Student Support Leader.

The occupant is a prescribed person under the *Children, Young Persons and Their Families Act 1997*.

The department has a range of delegations in operational areas including Finance, Human Resources 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 any specified limitations.

## Primary Duties

1. Accountable for the coordination of and responses to cases of child sexual abuse and harmful sexual behaviours to ensure that the best interests of children and young people are the primary consideration when managing such incidents, while ensuring consistency and alignment to relevant legislation, standards, policy, and procedures. This includes tracking agreed actions that have been undertaken and providing updates and information to senior managers as required.
2. In collaboration with the Office of Safeguarding Children and Young People, commission the delivery of information sessions and professional learning for Professional Support Staff.
3. Prepare high level briefings, reports, documentation, communications material and correspondence for senior management, the Secretary and the Minister's office.
4. Proactively collaborate and work with internal and external stakeholders, including the Office of Safeguarding and Safeguarding Leads, to ensure that children and young people in all school settings are protected from the harm of abuse.
5. Ensure the capture and storage of records meet legislative and departmental requirements and can support analysis to understand trends and inform the improvement of internal systems, policies, and procedures.
6. Maintain a current knowledge of relevant legislation, standards, policy and procedures.
7. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competency and training of the occupant.

## Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. 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.

1. Demonstrated knowledge and experience in case coordination and management, preferably in an educational environment together with an understanding of the national and state legislative and policy context in relation to safeguarding children and young people.

2. Highly developed organisational skills, with the capacity to plan and manage a range of competing priorities, show initiative and flexibility whilst working productively in an environment that is subject to pressure, ambiguity, and change.
3. High level verbal and written communication skills, that are suitable for a wide range of audiences and purposes, including the provision and coordination of information, professional learning, as well as providing advice to senior leaders to support decision making.
4. Demonstrated high level interpersonal skills including the ability to build and maintain effective working relationships with a wide variety of stakeholders, and the capacity to navigate issues, relationships, and situations with sensitivity and confidentiality.
5. Proven experience in documenting and recording cases and collecting data to identify trends, inform policy development and to inform continuous improvement.
6. A demonstrated commitment to fostering the Department of Education's values.

## Requirements

- Essential**
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
    - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- Qualifications in social work, psychology, clinical psychology or teaching.
  - Experience and/or an understanding of the national and state context in relation to safeguarding children and young people and managing responses to incidents of harmful sexual behaviour and child sexual abuse would be an advantage.
  - Current Drivers Licence

## Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the *Libraries Tasmania Strategy*.

<b>Our Commitment</b>	Working together we inspire and engage all learners to learn more every day.
<b>Our Values</b>	Aspiration, Respect, Courage and Growth.
<b>Our Goals</b>	Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

## Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

## State Service Principles and Code of Conduct

Employment in the State Service 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 Department's Conditions of Use policy statement located at [Department of Education: Information technology policies](#)

## Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

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**Category/funding/restrictions:** Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

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**HR Office use only:**

**APPROVED BY HRM DELEGATE:** 973874 – Assistant Director Workforce and Personnel Services – Sept 2022

Request:

Date Duties and Selection Criteria Last Reviewed: 09/22 VRH

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