

Senior Professional Officer – TADS

STATEMENT OF DUTIES		AUGUST 2024
Number	526589	
Portfolio	Development and Support	
Branch	Wellbeing and Inclusion	
Section	Inclusion and Cultural Diversity	
Sub-Section/Unit/School	Tasmanian Autism Diagnostic Services	
Supervisor	Manager/Senior Psychologist	
Award/Agreement	Allied Health Professionals Public Sector Unions Wages Agreement	
Classification	Allied Health Professional Level 4	
Employment Conditions	Fixed-term, part-time, 60.8 hours per fortnight, 52 weeks per year including 4 weeks annual leave.	
Location	Statewide	
Check Type	Annulled	
Check Frequency	Pre-employment	

Primary Purpose

In conjunction with the Manager/Senior Psychologist, the Senior Professional Officer will provide professional leadership to the Tasmanian Autism Diagnostic Services (TADS) clinical team. The incumbent will undertake evidence-based comprehensive and independent autism assessment and diagnosis for children and young people up to 18 years of age with a focus on highly complex presentations and varied circumstances in accordance with departmental policy and direction, legal requirements and professional competence.

Level of Responsibility/Direction and Supervision

The Senior Professional Officer is required to work with minimal clinical supervision and to exercise considerable initiative and professional judgement in responding to highly complex and varied clinical presentations and circumstances. The occupant will be responsible for:

- Regularly travelling between regional locations across the state to undertake autism assessment and diagnosis.

- Providing professional leadership, mentorship and guidance to colleagues, to improve their knowledge base and enhance the effective operation of the service, including the provision of support and oversight, in reaching optimal outcomes for children, young people, families and stakeholders in challenging situations when priorities may conflict.
- Being aware of all policies, procedures, code of professional conduct and legislation affecting the duties of this position. This includes statements of consumer rights and responsibilities adopted by the services, and a general awareness of legislation, including WH&S, Equal Employment Opportunity (EEO) and Anti-Discrimination responsibilities.

Broad direction is provided by the Manager/Senior Psychologist, pertaining to service policies and relevant professional code of ethics, and clinical supervision and support is provided by an appropriate health professional as arranged by the Manager/Senior Psychologist and agreed to by the job holder.

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. Undertake independent and comprehensive evidence-based autism assessments and diagnosis for highly complex and novel presentations in children and young people up to the age of 18 years.
2. Provide a written report on the outcome of the autism assessment and diagnostic process with recommendations that meet the needs identified during the assessment in a timely fashion.
3. Proactively mediate when complex presentations and circumstances require the adaption of assessment methodology in order to meet the needs of the child, family and stakeholders.
4. Provide professional leadership, mentorship and oversight in the assessment of highly complex presentations and varied circumstances through supervising and consulting with the Professional Officers.
5. Liaise with and provide recommendations to the Manager/Senior Psychologist on matters related to practice governance, professional practice, and the development, implementation, monitoring, and evaluation of professional standards.
6. Undertake routine administrative tasks associated with autism assessment within the services expected time frames and accurately update and maintain both written and electronic information to a professional standard, in accordance with departmental policies and relevant professional association guidelines on confidentiality.
7. Maintain knowledge of contemporary and emerging trends, and practices concerning Autism Spectrum Disorder through attending conferences, workshops and in-service training.

8. Contribute to policy, procedures and practices, consistent with national standards applicable to the service within the scope of the role.
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.

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. 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. Knowledge and experience working with children and families, with the proven capacity to apply analytical and conceptual skills to highly complex presentations, together with a demonstrated knowledge, experience and understanding of contemporary approaches to autism assessment, diagnosis and clinical interventions for people with Autism Spectrum Disorder.
2. Proven verbal communication skills, with the ability to consult, liaise, mediate and advocate with stakeholders to effectively conduct assessments, together with the capacity to work collaboratively in a team setting, and maintain positive staff, client and stakeholders relationships.
3. Highly advanced professional judgement with the capacity to develop innovative solutions which address highly complex, difficult and novel situations, together with the capacity to articulate these solutions clearly, to inform and negotiate outcomes and influence a range of stakeholders, including children and young people, their families, medical practitioners, educators and other health professionals, in order to achieve shared outcomes.
4. Demonstrated contemporary leadership and mentoring skills which promotes reflective practice, together with the capacity to effectively manage competing priorities in a time sensitive environment.

5. Demonstrated high-level written communication skills, with the ability to write concise and informative evidence-based reports on highly complex presentations in varied circumstances.

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 ensure that registration/licences remain current and 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.

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)
- Satisfactory completion of an approved allied health professional tertiary qualification approved by the relevant National Board, and current registration with the relevant National Board; or
- Satisfactory completion of an AQF level 7 qualification approved by the body responsible for accrediting programs of study for the profession in Australia, and eligibility for membership, or full membership with the professional association, is required.
- 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

- Current Driver's License
- Training in the Autism Diagnostic Observation Schedule and/or Autism Diagnostic Interview

Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and 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.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values, Behaviours and Workplace Diversity

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.

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 DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. 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.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Information & Records Management and Confidentiality

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.

Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders

including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

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

HR Office use only:

APPROVED BY HRM DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll Operations – DATE

Request:

Date Duties and Selection Criteria Last Reviewed: SW 09/24
