

Practice Leader (ARL)

STATEMENT OF DUTIES

JULY 2021

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| Number | Generic |
| Portfolio | Keeping Children Safe |
| Branch | Services for Children and Families |
| Section/Unit/School | Advice and Referral Line |
| Supervisor | Practice Manager |
| Award/Agreement | Allied Health Professionals Public Sector Union Wages Agreement |
| Classification | Allied Health Professional Level 3 |
| Employment Conditions | Permanent, Full-time |
| Location | South |
| Check Type | Schedule 1 |
| Check Frequency | Pre-employment |

Context

Department for Education, Children and Young People (DECYP) brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive, and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

DECYP provides opportunities for all Tasmanians to participate in community life, sport, and recreation; supports, protects, and nurtures vulnerable children, young people, and their families. The services of DECYP are based in all major centres throughout Tasmania; therefore, some roles may require intrastate travel.

DECYP creates an environment where children's safety and wellbeing are the centre of thought, values, and action - we are responsive to the needs of families and communities that we engage with. We are a child safe organisation that puts the safety of children and

young people first, creating a culture, adopting strategies, and taking action to promote child wellbeing and prevent harm to children and young people.

Primary Purpose

The Advice and Referral Line is a contact point for people seeking information, advice, and assistance where they have concerns about a child and their family. The service provides information and advice about service options and other approaches for responding to the needs of children and families. When a child and their family need assistance the service may provide this through referral to another service, or in some circumstances if a child is at risk, the service may refer the matter to the Child Safety Service for assessment.

Level of Responsibility/Direction and Supervision

The Practice Leader will lead, support, encourage and represent Child Safety and Wellbeing Workers openly and consistently in the day-to-day delivery of services to children, young people, parents, and carers. The Practice Leader acts as a role model for their team and the broader service, demonstrating leadership and support.

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.

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

1. Provide day-to-day professional practice guidance, leadership, supervision and direction to Child Safety and Wellbeing Workers and facilitate a reflective learning culture within the team and broader service.
2. Model the Signs of Safety and Child Safety Practice Principles ensuring the respectful behaviour shown to staff and service partners reflects the approach taken with families and carers.
3. Develop and maintain appropriate and effective relationships with government and non-government service partners in all regions and work collaboratively with the leadership team, to foster relationships with key service partners, to achieve best outcomes for children, young people, parents, and carers.
4. Work closely with the Manager (ARL) and Practice Manager in the efficient management of human resources to ensure a full complement of Child Safety and Wellbeing Workers are available to fulfil service commitments to children, young people, parents, and carers.
5. Provide a leadership and mentoring approach that grows the capacity of each member of the team, through routine observation and feedback to reinforce formal and informal learning and through regular team/group supervision.
6. Support a learning culture through the provision of professional mentorship for new and current staff to enable them to identify and plan their own professional development and effectively respond to practice challenges.
7. Lead the team's engagement in regular casework reflection and planning, collaboration and consultation, modelling practice leadership and promoting practice accountability.
8. Model leadership and promote accountability by taking ownership of decisions and encouraging the same in team members regarding the application of legislation, policies and procedures and professional judgement.
9. Present information at the weekly review meeting in relation to children who have been at risk and who require assistance and monitoring of their safety.
10. Undertake critical and high-level client contact, including dealing with complex enquiries, preparation of complex correspondence and provision of detailed information about the operations of the service.
11. Facilitate quality improvement activities in everyday client work, including conducting regular client surveys and appreciative inquiry activities and cooperate with all quality improvement initiatives as required including engaging in serious case review and regular client file audits.
12. 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 Department for Education, Children and Young People is a child safe organisation including reporting, record keeping and information sharing obligations.

13. 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.
14. 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.

1. Significant post graduate experience in the delivery of services to children, young people, and their families with complex needs.
2. Evidence of contemporary experience and skill in leadership and the provision of supervision that promotes reflective practice.
3. High level knowledge and understanding of contemporary child protection practice and the capacity to support service reform.
4. Demonstrated contemporary leadership and management skills in an environment where there is a high degree of uncertainty and ability to use professional confidence and authority to ensure effective and efficient service delivery.
5. Demonstrated strategic, conceptual, analytical, and creative skills, including an ability to understand and identify relevant issues in the political, social, and organisational environment.
6. Demonstrated evidence of highly developed interpersonal and oral communication skills, including the ability to build productive relationships with stakeholders and effectively communicate and resolve complex issues under general direction.
7. 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.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Completion of an AQF level 7 qualification (or higher) approved by the professional body responsible for accrediting programs of study for the profession in Australia, and eligibility for membership, or full membership with, the professional association; or
- Completion of an AQF Level 7 Qualification (Bachelor Degree) in a discipline considered relevant to the work, that is not an Allied Health Profession, and have relevant experience; or
- Completion of an Associate Degree, Advanced Diploma or Diploma (AQF Level 5 or 6 Qualification) in a discipline considered relevant to the duties.
- Current Driver's Licence.
- 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

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.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – July 2021

Request:

Date Duties and Selection Criteria Last Reviewed: 07/21 DCT
