

Program Manager – Early Intervention Referrals

STATEMENT OF DUTIES

OCTOBER 2025

Number	980396
Portfolio	People and Culture
Branch	Organisational Safety and Wellbeing
Section/Unit/School	N/A
Supervisor	Manager - Security and Emergency Management
Award/Agreement	Tasmanian State Service Award
Classification	General Stream, Band 7
Employment Conditions	Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave.
Location	Statewide
Check Type	Annulled
Check Frequency	Pre-employment

Context

DECYP is committed to creating a safe, inclusive, and psychologically healthy workplace. Organisational Safety and Wellbeing plays a lead role in building organisational capability through the design and delivery of strategic initiatives that promote employee safety and wellbeing.

The Early Intervention Referrals Program aims to work collaboratively with internal stakeholders and external agencies to strengthen the Department's capacity to respond to emerging risks and high impact cases, including the provision of specialist advice to enhance the Departments ability to respond to high-risk referrals involving children and young people. Additionally, the program collaborates closely with Tasmanian Police,

Department of Justice and Department of Health, to provide guidance on the management of early intervention referrals.

By integrating evidence-based practice, legislative requirements, and cross-sector collaboration, the program contributes to a resilient and high-performing workforce. Its work supports the Department's broader goals of safety, inclusion, and sustainable workforce participation.

Primary Purpose

The Program Manager – Early Intervention Referrals is responsible for leading the strategic development and implementation of DECYP's early intervention referral framework, ensuring it is aligned with national standards and responsive to Tasmania's unique context. This includes overseeing the governance and continuous improvement of the early intervention referral service delivery model across the Department, and ensuring the department is equipped to identify, manage, and respond to risks identified through evidence-based practices.

The role also plays a critical part in fostering interagency collaboration, building organisational capability through targeted training, and representing DECYP in strategic forums and governance bodies. By establishing strong partnerships with key Tasmanian agencies and securing national funding opportunities, the role will ensure the sustainability and effectiveness of early intervention referral initiatives, while contributing to broader efforts to manage high risk referrals across the state.

Level of Responsibility/Direction and Supervision

The Program Manager – Early Intervention Referrals is a senior individual contributor role operating within a multidisciplinary environment, with responsibility for leading strategic initiatives and operational oversight related to early intervention referrals across DECYP. The role requires high-level autonomy and accountability for developing and implementing complex strategies, managing interagency relationships, and securing external funding to support program delivery.

The occupant works under the broad direction of the Manager of Security and Emergency Management. The role is expected to exercise sound judgment, initiative, and leadership in achieving outcomes, while modelling collaborative behaviours, strategic thinking, and professionalism. Success in the role depends on the ability to influence within DECYP and across agencies, navigate sensitive issues, and deliver results in a dynamic and evolving policy environment.

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.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard; and
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

Primary Duties

1. Develop and implement a statewide early intervention referrals strategy for DECYP, clearly defining roles, responsibilities and objective aligned with national frameworks and tailored to Tasmania's context.
2. Oversee the governance, integrity, and continuous improvement of the early intervention referrals delivery model across all relevant settings, ensuring it reflects emerging risks, research, and best practice.
3. Establish and maintain strong interagency collaboration and information-sharing protocols with key Tasmanian agencies – including the Department of Health, Department of Justice, and Tasmania Police, to support coordinated responses.
4. Design and deliver targeted training programs to build staff capability, ensuring role clarity and compliance with legislative and ethical information-sharing standards.
5. Represent DECYP in strategic forums, governance bodies, and interagency teams to provide expert advice, advocate for Tasmania's interests, and stay informed of relevant national and international developments.
6. 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.

7. 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. Demonstrated experience in developing and implementing strategic frameworks at both departmental and interagency levels, with a strong understanding of current programs led by Department of Home Affairs and Tasmania Police in relation to early intervention referrals issues in Tasmania, Australia, and internationally.
2. Proven ability to lead governance and continuous improvement of service delivery models, including the capacity to identify emerging risks, apply research insights, and align practice with national standards.
3. Strong stakeholder engagement and collaboration skills, with a track record of building and maintaining effective partnerships across government agencies to support coordinated responses to complex issues.
4. Experience in designing, developing, and delivering training programs that build organisational capability and promote understanding of strategic frameworks, operational roles, and information-sharing protocols.
5. High-level written and verbal communication skills, including the ability to prepare ministerial briefings, strategic reports, and represent the organisation in forums and governance bodies to advocate for policy and operational outcomes.
6. 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)
- 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
- Current Driver's License

Desirable

- Relevant tertiary or industry recognised qualifications.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

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 – SA 11/25

Request: 7041646

Date Duties and Selection Criteria Last Reviewed: NC 11/25
