

Director Business Improvement

STATEMENT OF DUTIES

JUNE 2023

Number	513081
Portfolio	Child Safety and Youth Justice Operations
Branch	Children and Families
Section/Unit/School	N/A
Supervisor	N/A
Award/Agreement	Senior Executive – <i>State Service Act 2000</i> S31
Classification	SES Level 2
Employment Conditions	Fixed-Term, Full Time, 73.5 hours per fortnight, 52 weeks per year with 4 weeks annual leave. Interstate and intrastate travel as required. Contract (IOA) of up to 5 years.
Location	South
Check Type	Annulled
Check Frequency	Pre-employment

The Role

The Department for Education, Children and Young People is focussed on ensuring children and young people are known, safe, well and learning.

The Child Safety and Youth Justice Operations portfolio works with children, young people, families and their networks to help them reach their goals so that children are safe and well through the delivery of services related to child safety, out-of-home care, adoptions, advice and referral, community and custodial youth justice. We continuously improve and grow our services to get the best outcomes for those who need our help.

The Director, Business Improvements is a key senior role responsible for the provision of strategic leadership, specialist advice, direction and overall management of a range of complex reform projects and initiatives within the Child Safety and Youth Justice Operations portfolio and across the Department.

The primary objectives of the role are to:

- Provide strategic leadership and direction in the planning, implementation and management of key strategic programs, initiatives and major projects, including leading the development and implementation of frameworks, policies, delivery systems and processes that support the delivery of services.
- Drive improvement and change programs that deliver outcomes of critical strategic importance for the portfolio and the Department.
- Provide definitive high level specialist strategic advice and recommendations to a broad range of diverse stakeholders including the Secretary, the Agency Executive Board and senior Government officers.

Level of Responsibility/Direction and Supervision

The Director – Business Improvement provides high level expertise and advice to support the Executive Director – Deputy Secretary Child Safety and Youth Justice Operations across the range of state-wide services that sit in the portfolio.

This is a key senior management role responsible for strategic leadership, management, and delivery of a range of strategic projects and initiatives across Children and Families, with responsibility for coordinating and managing associated high-level activities. This includes responsibility for achieving milestones and delivering program and project outputs and outcomes.

The occupant receives broad direction from the Deputy Secretary Child Safety and Youth Justice Operations.

The occupant is a member of the Department's Senior Leadership Group and has a key strategic role in the overall management and senior leadership of the Department.

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.

Accountability

The occupant is also responsible for exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by the Secretary and the Minister. 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.

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.
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard.
- Enforce decisions and actions promoting 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. Provide high level management expertise and advice to the Deputy Secretary regarding the management of complex operational issues across Child Safety and Youth Justice Operations, in accordance with the Conventions on the Rights of the Child, the *Children, Young Persons and their Families Act 1997*, and the Child and Youth Safe Organisations Framework, and in a manner that is informed by the views of the child, the child's family and other persons who are significant in the child's life.
2. Lead the implementation of complex projects and initiatives that deliver improved stability and continuous improvement in the services provided by Child Safety and Youth Justice Operations, informed by the views of the young person and that prioritises their stability, safety, wellbeing and access to quality learning.
3. Contribute to the management of the human, financial, and physical resources of the portfolio, in a way that prioritises the safety, wellbeing, accountability and capability of the workforce.
4. Work in true partnership with other senior leaders within the portfolio and across the agency, to assist them in the delivery of their accountabilities in relation to children and young people being known, safe, well and learning.
5. Ensure that effective governance is in place to enable the achievement of improvement goals and objectives and ensure compliance with relevant Government and Department for Education, Children and Young People strategies, policies, practices, procedures, codes of conduct and probity requirements.
6. 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 the Department for Education, Children and Young

People is a child safe organisation including staff meeting their reporting, record keeping and information sharing obligations.

7. 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.
8. Contribute to the leadership of the Department through the Strategic Leadership Group in order to achieve change and contemporary educational and workforce management practices.
9. Support a strategically focused, inclusive and productive working environment.

Performance Management and Development Framework/Requirements

The Performance Management Framework is designed to support the Agency's business planning process and provide a clear link between the occupants performance and development and the achievement of the Department's strategic direction.

The performance assessment will be based on the key achievements against the annual performance agreement which will incorporate an assessment of demonstrated capability against the Senior Executive Leadership Capability Framework to shape strategic thinking; achieve results; cultivate productive working relationships; exemplify personal drive and integrity; and to communicate with influence.

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. Proficiency

Significant experience and knowledge, together with demonstrated competency, in the integration and coordination of highly complex projects that require systemic and cultural change and ability to apply this to the design, development and implementation of practices, processes procedures and professional learning.

2. Expertise

High level leadership skills and the demonstrated capacity and capability to lead and successfully implement organisational change and integrated system approaches.

3. Shapes Strategic Thinking

Demonstrated awareness of the strategic vision and values of the Department and an understanding of the policy environment, along with proven skills to drive team performance, to achieve outcomes and align strategies to the broader environment.

4. Achieves Results

Demonstrated senior management experience in the development and delivery of significant policy and project initiatives within specified timeframes that achieve the required outcomes within a service delivery environment.

5. Cultivates Productive Working Relationships

Demonstrated experience in creating, leading and being a part of multi-disciplinary/skill teams, including proven capacity to engage key stakeholders and clients for positive benefit.

6. Exemplifies Personal Drive and Integrity

Demonstrate the Department's values, together with drive, professionalism and integrity, in everyday actions with a strong proven performance in previous senior roles, possessing high level initiative and adaptability, outstanding conceptual, analytical and creative skills, and the ability to manage change, motivate, guide and mentor staff, and achieve results in a change environment.

7. Communicates with Influence

Demonstrated proficiency in clear communication; ability to understand and adapt to varying audiences to ensure that views and information are effectively exchanged; negotiate persuasively to achieve desired outcomes; and conflict resolution.

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 officer'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

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- e) serious traffic offences
 - 2 Identification check
 - 3 Disciplinary actions in previous employment check

Desirable

- Relevant tertiary qualifications. A senior executive with a proven record of management in a large private or public sector organisation.

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: 960250 –Director Human Resources – DATE

Request: 7028083

Date Duties and Selection Criteria Last Reviewed: 06/23 VRH
