

Assistant Manager - Practice and Care

STATEMENT OF DUTIES

JANUARY 2026

Number	525123
Portfolio	Child Safety Youth Justice Operations
Branch	Care and Custodial Support Services
Section/Unit/School	Services for Youth Justice
Supervisor	Manager - Custodial Youth Justice
Award/Agreement	Health and Human Services (Tasmanian State Service) Award
Classification	General Stream Band 7
Employment Conditions	Permanent, Full-time 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	North
Check Type	Annulled
Check Frequency	Pre-employment

Context

The Services for Youth Justice division works directly with children, young people, families and carers to prevent, divert or support their involvement in the youth justice system. The youth justice service system comprises of a set of processes and practices for responding to children and young people who have committed, or allegedly committed, an offence. The Ashley Youth Detention Centre provides secure care and custody for young people aged 10-17 who are detained or remanded by the courts.

Primary Purpose

The Assistant Manager leads the development and continued maintenance of a multi-disciplinary, therapeutic care environment that balances safety, security and other operational procedures with addressing the psycho-social, developmental and criminogenic needs of children and young people in detention through relational safety.

The role will be responsible for providing high-level, best-practice advice and support to the Manager of Custodial Youth Justice and the AYDC Management Group. The role will ensure alignment with the department's established purpose, goals, and desired outcomes, while embedding a child- and young person-centred, evidence-based, trauma-informed, and relational practice approach as the foundation of AYDC's internal culture.

Level of Responsibility/Direction and Supervision

As part of the Senior Management Group, the Assistant Manager provides day-to-day leadership and oversight of all operations and practice. Through their own professional practice, the Assistant Manager models the required values and behaviour that foster positive working relationships, multi-disciplinary collaboration and organisational unity in achieving positive outcomes for children and young people in detention.

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. Use best practice and complex system theories to oversee the development and maintenance of an evidence based, trauma-informed approach to working with children and young people in secure care settings or detention.
2. Support the Manager of Custodial Youth Justice and the AYDC management group in identifying and addressing strategic, structural, cultural, operational and practice-based issues and risks that inhibit the maintenance of a safe therapeutic milieu and care environment for children and young people.
3. Lead and model required behaviour and directly supervise the development and ongoing performance of Operations Coordinators and other direct reports as culture carriers, and the first line of operational and practice leadership at AYDC.
4. Ensure the effective operations of the facility through implementing activities that meet the physical, cultural, psychosocial, developmental and criminogenic needs of children and young people, and enable a culture of felt safety, reflective practice, ongoing training and supervision, development, and continuous improvement within the staff group.
5. Maintain positive working and collaborative relationships with all external stakeholders, including within the department, that are relevant to achieving successful outcomes for children and young people in detention.
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 operating at a management level in secure group care or youth detention settings, providing professional leadership and oversight in services for children and young people.
2. Demonstrated advanced theoretical and experiential knowledge base in the provision of therapeutic care for children and young people in secure group care environments.
3. Exhibit a calm, child and young persons centred and relational approach to leadership with the ability to model this in real time to others, particularly during crisis situations and times of high complexity within the care environment.

4. Demonstrated ability to reflect on practice, with an ongoing commitment to self-learning and development as a professional and leader.
5. Proven experience in empowering others especially direct reports and others to learn and develop through fostering high expectations as well as positive, collaborative working relationships and trust building.
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

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: DCT, DATE 11/23

Request:

Date Duties and Selection Criteria Last Reviewed: SW 01/26
