

Education and Care Assessor

STATEMENT OF DUTIES

JULY 2012

Number	Generic
Portfolio	Strategy and Performance
Branch	Early Childhood Outcomes and Regulation
Section/Unit/School	N/A
Supervisor	Operations Manager Education and Care
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 5
Employment Conditions	Permanent, full time, 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Some intrastate travel is required.
Location	As per the advertisement

Primary Purpose

To undertake complex regulatory activities that support compliance and continuous improvement in the quality of education and care services provided to children. Educate and inform education and care services and the community in relation to the National Quality Framework (NQF).

Level of Responsibility/Direction and Supervision

The occupant is required to make informed decisions and provide recommendations in relation to the quality of education and care and childcare services. General direction is provided by the supervisor who will set the overall strategic goals and objectives. The occupant is expected to operate with independence and autonomy on a day-to-day basis. Act as Authorised Officers under the Education and Care Services National Law Act (Tasmania) 2011 and the Child Care Act 2001.

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. Administer approvals and assessments as required/delegated.
2. Assess the quality of services and recommend the level at which the quality should be rated (as required), in accordance with the regulatory framework for continuous quality improvement. Monitor, investigate and enforce compliance with the law, as required.
3. Carry out regulatory activities directed at achieving the objectives of the regulatory framework for education and care and childcare services including improving outcomes for children attending services, ensuring children's development, health and safety needs are met, and promoting continuous improvement in service quality.
4. Consult appropriately with key stakeholders to ensure the continued improvement of standards of education and care and childcare within Tasmania.
5. Carry out activities to help raise external stakeholder awareness and understanding of the regulatory requirements and quality improvement framework applying to services including attendance, and representation as required, at meetings on matters relating to education and care.
6. Contribute to the business unit's achievement of outcomes in accordance with set timeframes and standards including working collaboratively with colleagues on policy development and related projects.
7. Prepare complex documentation, including analytical reports and other correspondence in connection with regulatory activities or in response to management requests in accordance with set timeframes and standards. Maintain accurate, clear and timely records to ensure the quality and utility of the records for reporting and other purposes.
8. Maintain and apply a thorough and up-to-date knowledge of regulatory requirements, the quality improvement framework, relevant operational policy and the principles of best regulatory practice.

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.
10. 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. Proven capacity to exercise a high level of professional knowledge and skill in decision making in relation to the provision of education and care services.
2. Demonstrated high level interpersonal skills including written and verbal communication, negotiation and conflict resolution skills, together with a demonstrated ability to gather evidence through professional observations and conversations, to develop collaborative relationships with other organisations, service providers and team members and to negotiate solutions to facilitate the development and delivery of quality education and care services.
3. Sound knowledge of the education and care sector, including a sound knowledge of the relevant legislation, together with a good knowledge of the operations of the Agency and of other Agencies providing services relevant to education and care and childcare.
4. Personal skills of flexibility, initiative, innovation and self-motivation, including the ability to establish priorities and manage workloads.
5. In depth planning, research, analysis and investigative skills including the ability to evaluate, analyse and exercise independent judgment to solve often complex issues.
6. Ability to develop, market and implement policies and procedures.
7. A sound understanding of the use of information technology and associated methods including basic numeracy skills, to assist with the efficient processing, communication and maintenance of records associated with the required duties. Existing skills or ability to quickly develop required skills in use of related software.
8. Demonstrated commitment to ongoing professional development.
9. 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)

Desirable

- Early Childhood and/or tertiary qualifications in a relevant field.
- A current driver's licence.

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: 964915 – Manager Vacancy and Staffing Services
VEM: 33581, 33954, 44319, 48832, 60734, 62697, 62698
Date Duties and Selection Criteria Last Reviewed: 07/12 VRH
