

Assistant Manager – Safe Families Coordination Unit

STATEMENT OF DUTIES

MARCH 2026

Number	980569
Portfolio	Schools and Early Years
Branch	Student Support
Section/Unit/School	Strong Families Safe Kids
Supervisor	Manager Inter-Agency Student Support
Award	Tasmanian State Service Award
Classification	General Stream, Band 7
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave.
Location	Statewide

Context

The Safe Families Coordination Unit sits within the Student Support branch of the Schools and Early Years Portfolio. The Unit supports schools and early years settings to respond effectively to the needs of children and young people impacted by family violence. It plays a critical role in facilitating information sharing, strengthening cross-agency communication and supporting consistent practice in collaboration with Child Safety, Youth Justice, Tasmania Police, the Department of Health, the Department of Justice and a range of non-government partners.

The Unit aims to enable schools to access timely, accurate information to guide safe decision-making and ensure appropriate responses for students at risk. It also contributes to broader departmental priorities related to child safety, wellbeing and integrated service delivery, helping maintain strong relationships across the system to support coordinated responses to family violence.

Primary Purpose

The Assistant Manager – Safe Families Coordination Unit supports statewide coordination functions that facilitate effective information sharing, practice guidance and operational support to schools responding to family violence and related cross-agency matters. The role provides high-level advice, undertakes complex coordination activities and contributes to the development of consistent processes that strengthen responses for children and young people.

The role works collaboratively with school leaders, professional support staff and agencies to support integrated, multi-agency decision-making. The Assistant Manager contributes specialist knowledge to complex cases, enhances information flow across services and supports continuous improvement in the department's approach to responding to family violence and associated risks.

Level of Responsibility/Direction and Supervision

The occupant operates with considerable autonomy within a small statewide team and is responsible for managing day-to-day coordination activities within the Safe Families Coordination Unit. The role provides authoritative advice to stakeholders, assists with complex information products, and ensures operational processes are delivered efficiently and in alignment with departmental frameworks and expectations.

The Assistant Manager receives broad direction from the Manager Inter-Agency Student Support and works collaboratively with colleagues and partners across agencies. The role is expected to maintain strong professional relationships, exercise sound judgment, manage competing priorities and model behaviours consistent with departmental values and child-centred practice.

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 and Culture (P&C) 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. Lead statewide coordination of information and operational processes that assist schools and early years settings in responding to children and young people impacted by family violence.
2. Provide specialist advice to Principals and school leaders to support professional support staff on complex cases involving family violence, Child Safety information and inter-agency concerns.
3. Establish and maintain strong working relationships with government and non-government agencies to support consistent information sharing, timely communication and coordinated service pathways.
4. Interpret and explain multi-agency information products and risk notifications to assist schools to make informed decisions regarding student safety and wellbeing.
5. Contribute to the development, refinement and implementation of statewide processes, tools and resources that support a coordinated and consistent response to family violence.
6. Undertake data review and analysis to identify trends, produce reports and support evidence-informed advice for schools, leaders and senior departmental staff.
7. 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.
8. 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 knowledge and experience relevant to family violence, child safety or inter-agency practice, with the ability to apply this knowledge within an educational context.
2. High-level skills in analysing complex information, identifying risk factors and providing accurate, timely advice to support safe and effective decision-making.
3. Demonstrated capacity to build and maintain constructive relationships across multiple agencies, with strong interpersonal, communication and negotiation skills.
4. Proven ability to manage competing priorities, use initiative and contribute to improved operational systems and statewide practice.
5. Demonstrated ability to work both independently and collaboratively within a multidisciplinary environment, contributing to coordinated and consistent service delivery.
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

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- 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

- Desirable**
- Relevant tertiary qualifications in education, social sciences, human services or related fields.

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 P&C DELEGATE: Manager – Recruitment Operations – 16 March 2026

Request: 05/03/2026

Date Duties and Selection Criteria Last Reviewed: 03/26 DN
