

Cultural Change Lead

STATEMENT OF DUTIES

NOVEMBER 2024

Number	
Portfolio	Office of the Secretary
Branch	Culture and Growth
Section/Unit/School	N/A
Supervisor	Manager - Culture and Engagement
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 7
Employment Conditions	Permanent, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Statewide

Context

Culture and Growth are a team that lead and support high-profile organisational, structural and cultural change initiatives within the Department. Culture and Growth shape DECYP's culture by empowering our people to adopt values-based ways of working and by supporting leaders to implement positive change for the future.

Culture and Growth operate within an environment of constant change and ambiguity. The team is outcomes-focused, committed to building strong and deliberate partnerships, nurturing trust, fostering accountability and responsibility, and instilling positive generational change. We do this by working as a highly supportive and flexible team.

Primary Purpose

This position will sit in the Culture and Growth team, with an immediate focus on delivering cultural change for Services for Youth Justice, specifically in youth justice facilities, with scope to work with other areas in DECYP over time. The role will contribute to the delivery of effective cultural change management, championing the cultural journey and transformation process, through providing leadership in the development and implementation of a cultural change program for Services for Youth Justice.

The occupant will be required to work closely with, and be supported by Services for Youth Justice leaders, including the Director Custodial and Community Youth Justice, the Director Youth Detention and Manager Custodial Youth Justice.

This position will require the occupant to be based on-site at Ashley Youth Detention Centre and in other operational settings for most of the time, with frequent travel to various locations as required by job responsibilities.

Level of Responsibility/Direction and Supervision

The occupant is responsible for supporting the Department's cultural program, and change approach, with an immediate focus on Services for Youth Justice, specifically in youth justice facilities to support delivery of key outcomes for children and young people.

The occupant receives broad direction from the Manager of Culture and Engagement and will need to form constructive working relationships with leaders in Services for Youth Justice. The occupant is expected to be able to use initiative and to exercise some discretion in resolving non-standard issues.

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. Drive cultural change and business improvement in operational and service settings by:
 - a. Championing the Department's Strategic Plan implementation, including values-based ways of working, attitudes, beliefs and behaviours that ensure the rights, safety and wellbeing of children and young people are upheld in all that we do.

- b. Influencing, integrating and embedding the Department's approach to cultural change management.
2. Support leaders, project and operational managers in the development and implementation of cultural change management processes including taking the lead on the development and delivery of key cultural change activities as required.
3. Integrate cultural change management approaches into project plans and operational processes evaluating user readiness, current/future state impacts, issue identification and mitigation, gathering success metrics and monitoring implementation.
4. Provide day-to-day guidance and advice to leadership teams and operational staff in understanding, influencing, embedding and sustaining the Department's values-based culture.
5. Develop and facilitate collaborative, durable relationships with key stakeholders, nurturing trust, and fostering accountability and responsibility to implement and reinforce sustainable cultural change.
6. Establish, monitor and report against targeted, specific metrics and indicators of cultural change that align with those held by the broader Department.
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 of the Youth Justice portfolio and its services, together with an understanding of the context and environment within which it operates.
2. Demonstrated knowledge of and significant experience in stakeholder engagement with the ability to influence and facilitate cultural change for improved outcomes for children and young people.
3. Demonstrated high-level interpersonal skills, with the ability to communicate clearly and effectively, to build and nurture trust, and to develop effective networks and partnerships.
4. Demonstrated high-level strategic, analytical and conceptual skills, with the ability to identify issues and priorities, make recommendations and influence decision-makers.
5. Demonstrated high-level organisational and project management skills including use of initiative, flexibility and exercising sound judgement to achieve outcomes in an environment of constant change and ambiguity.

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)

Desirable

- Relevant tertiary qualifications

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: 520040, Manager – Recruitment Operations – 11/24

Request:

Date Duties and Selection Criteria Last Reviewed: 11/24 SW
