

Executive Director – Aboriginal Children and Young People

STATEMENT OF DUTIES

JUNE 2026

Number	980659
Portfolio	Office of Aboriginal Policy and Practice
Supervisor	Secretary and/or Deputy Secretary
Award	Tasmanian State Service Award
Classification	General Stream Band 9
Employment Conditions	Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Statewide
Check Type	Annulled
Check Frequency	Pre-employment

Context

Aboriginal children and young people continue to experience disproportionate contact with statutory systems in Tasmania. Improving their safety, wellbeing and life outcomes requires whole-of-department leadership that embeds Aboriginal self-determination, cultural authority and shared accountability in how decisions are made, services are designed, and systems are governed.

The Executive Director for Aboriginal Children and Young People, supported by the Office of Aboriginal Policy and Practice, exists to strengthen outcomes for Aboriginal children and young people across education, child safety and youth justice in Tasmania.

The establishment of this role reflects a commitment to sustained system reform and draws on extensive evidence, including the findings of the Commission of Inquiry into the

Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings, which highlighted the need for stronger leadership, cultural governance and accountability for outcomes for Aboriginal children and young people.

This role contributes to a broader shift toward Aboriginal-led approaches that value cultural connection, community authority and shared responsibility as essential foundations for keeping Aboriginal children and young people safe, well and thriving.

Primary Purpose

The Executive Director provides senior executive leadership to ensure Aboriginal perspectives, knowledge and priorities are embedded across all departmental portfolios. Working in partnership with Aboriginal people and Tasmanian Aboriginal community-controlled organisations, the role supports culturally safe, rights-based policy and practice and strengthens pathways for Aboriginal decision-making in matters affecting all Aboriginal children and young people.

Supported by the Office of Aboriginal Policy and Practice, the Executive Director provides Aboriginal cultural governance, system leadership and assurance to ensure Aboriginal voices, priorities and decision-making authority shape policy, practice and reform across the Department, consistent with the intent of the Commission of Inquiry

The Office functions as a central mechanism for Aboriginal cultural governance and system leadership, supporting implementation of the Aboriginal and Torres Strait Islander Child Placement Principle, the Closing the Gap Priority Reforms, and other Aboriginal-led reform agendas that aim to reduce over-representation in statutory systems and improve long-term outcomes for all Tasmanian Aboriginal children, young people and families.

The Executive Director builds strong, respectful internal partnerships across the Department to lead the delivery, alignment, co-design and implementation of strategic policies and services. The role mandates culturally safe practice across the organisation, supports Aboriginal staff, children and families, and oversees strategies to strengthen the recruitment, retention, development and wellbeing of Aboriginal staff across the Department.

The primary objectives of the role are to:

- Lead the delivery of high-quality Aboriginal policy and service initiatives, providing strategic leadership to improve outcomes for Aboriginal children and young people.
- Lead engagement and partnerships with Aboriginal organisations to co-design and implement reform and operational initiatives aligned with the Closing the Gap Priority Reforms.

Provide authoritative, high-level cultural advice and strategic leadership to the Secretary, Agency Executive Board, senior government officers and Ministers on matters within the role's remit.

Level of Responsibility/Direction and Supervision

Under the broad direction of the Secretary, and the relevant Deputy Secretary, the Executive Director of Aboriginal Children and Young People will exercise senior authority, autonomy, initiative and independent judgement, to effectively guide engagement with Aboriginal Community Controlled Organisations for the Department.

The Executive Director influences all Agency portfolios and business units, providing cultural leadership across Education, Child Safety and Youth Justice. The Executive Director exercises Aboriginal cultural authority while working in strategic partnership with the Secretary and Deputy Secretaries to ensure shared accountability for outcomes for Aboriginal children and young people across the Department.

The occupant is a senior executive leader and contributes to Agency-wide strategy, risk oversight, and system reform, and is responsible for:

- Driving the Department's vision to improve outcomes for Aboriginal children and young people by leading culturally appropriate policy development and program implementation.
- Mandate and represent Aboriginal culture, perspectives, and interests across all Department activities, ensuring cultural safety for Aboriginal children and young people, families and staff.
- Leading initiatives which strengthen the recruitment and retention of Aboriginal people, and which foster an inclusive and culturally respectful workplace.
- Effectively managing human, financial, and physical resources in a way that prioritises the safety, wellbeing, accountability and capability of the workforce.
- Transparent governance and reporting, including participation in the Quality and Risk Committee and monitoring key performance indicators across education, child safety and youth justice.
- Maintaining up-to-date knowledge of critical issues, emerging trends and challenges affecting Aboriginal people, with a deep understanding of Aboriginal knowledge systems, perspectives and contemporary research.
- The role is accountable for whole-of-agency outcomes for Aboriginal children and young people, including the monitoring and reporting of cross-portfolio performance and workforce cultural capability.

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 portfolios 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 and manage strategic policy and service initiatives to improve outcomes for Aboriginal children and young people in Tasmania, including those at risk of harm and under the Guardianship of the Secretary, in partnership with senior leaders across the Agency. Ensure all initiatives are informed by the voices of Aboriginal children, families and organisations and delivered in accordance with the Aboriginal & Torres Strait Islander Child Placement Principle, the United Nations Declaration on the Rights of Indigenous Peoples, the Conventions on the Rights of the Child, the *Children, Young Persons and their Families Act 1997*, the *Tasmanian Child and Youth Safe Organisations Framework*, applicable *Tasmanian legislation* and Col recommendations.
2. Work closely with Tasmanian Aboriginal community-controlled organisations, individuals, non-government organisations and colleagues to:
 - a. Exercise system-level oversight of the Department's implementation of Closing the Gap Priority Reforms
 - b. Oversee system-wide reporting on the implementation of the Aboriginal & Torres Strait Islander Child Placement Principle
 - c. Lead Department engagement and partnerships with Tasmanian Aboriginal organisations to co-design and implement reform initiatives
 - d. Ensure Aboriginal cultural governance and voices inform all departmental decisions and practices, including through the establishment and oversight of

- formal cultural governance mechanisms and escalation pathways where obligations are not being met.
- e. Promote cultural safety for Aboriginal children, young people and families who engage with services provided by the Department
 - f. Promote cultural safety for the Department's Aboriginal workforce, and increase recruitment of Aboriginal staff into the Department
 - g. Provide executive-level oversight of Agency performance reporting and quality and risk monitoring relating to services provided to Aboriginal children, young people and families, including trends, systemic barriers and cross-portfolio practice issues.
3. Provide authoritative Aboriginal cultural decision-making and advice to:
 - a. Inform and strengthen whole-of-agency responses to reviews, investigations, inquiries, and reform agendas (including Col recommendations and socioeconomic targets); and
 - b. Guide the development, design and implementation of policies, processes and professional learning to enable culturally safe service delivery and uplift practice across the Department.
 4. Direct and influence senior leaders across the Agency to ensure their portfolios embed Aboriginal cultural perspectives and meet shared accountability for the outcomes of Aboriginal children and young people.
 5. Provide executive leadership to embed Aboriginal cultural governance mechanisms and mandate culturally safe organisational practices across all business units.
 6. Actively participate in and contribute to practices that will ensure the Department is an Aboriginal child safe organisation, including ensuring staff meet their reporting, record keeping and information sharing obligations.
 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. Experience and knowledge of Tasmanian Aboriginal culture, societal values, histories, beliefs, customs, and the political, historical and socio-economic factors impacting Tasmanian Aboriginal people, with the capacity to work in a culturally sensitive environment.
2. Demonstrated Aboriginal leadership skills and demonstrated capacity and capability to inspire, lead and successfully implement organisational change and integrated system approaches, together with proven capability to drive team performance, achieve outcomes and align strategies to the broader operating environment.
3. Demonstrated experience in the development and delivery of services that support the safety and wellbeing of Aboriginal children and young people, with a particular focus on Aboriginal children in the education, child safety and/or youth justice systems.
4. Demonstrated knowledge of the Tasmanian Aboriginal and State policy environments, with the ability to lead and influence complex whole-of-agency reform informed by Aboriginal knowledge systems and strategic priorities.
5. Demonstrated ability to lead high-level negotiations with Government, Ministers, Aboriginal organisations and senior executives, supported by strong communication skills, cultural awareness and the ability to adapt to diverse audiences, negotiate persuasively, resolve conflict and achieve agreed outcomes.
6. Demonstrated commitment to Tasmanian Aboriginal cultural values and the Department's values, with proven senior leadership experience, high-level initiative and adaptability, strong conceptual and analytical skills, and the capacity to lead change, mentor staff and achieve results in complex environments.

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).
- Aboriginality – State Service Management Office has determined that this is an Aboriginal Identified position and that it will be filled in accordance with Employment Direction No 10:

Aboriginal and Torres Strait Islander Identified and Tagged Positions.

- 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.

Desirable

- Relevant tertiary or equivalent qualifications.
- Experience as a senior executive leading major organisational or system-wide reform, preferably in a complex human services environment.

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 people 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 local 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: 520040, Manager – Recruitment Operations SA 06/26

Request:

Date Duties and Selection Criteria Last Reviewed: SW 06/26
