

Trainer

STATEMENT OF DUTIES

OCTOBER 2025

Number	Generic
Portfolio	Child Safety and Youth Justice Operations
Branch	Office of the Chief Practitioner Professional Practice
Section/Unit/School	Practice Learning and Development
Supervisor	Practice Learning and Development Assistant Manager
Award/Agreement	Tasmanian State Service Award
Classification	General Stream, Band 6
Employment Conditions	Permanent, Full-time 73.5 hours per fortnight, 52 weeks per year including four weeks annual leave.
Location	Statewide

Context

The Office of the Chief Practitioner Professional Practice leads and sets the standards for evidence-informed contemporary practice for professionals working with children, young people and families in child safety and youth justice settings across the Agency, including social workers, youth workers, support workers and clinical allied health professionals such as psychologists, occupational therapists, and speech pathologists. This includes leading strategic projects to drive high quality practice that responds to the changing needs of the communities we serve. The Office is responsible for professional workforce learning and development, evidence-informed clinical practice development and policy, practice quality assurance and risk management, and for being an escalation point for response to serious events, complaints and wellbeing in care concerns across the Child Safety Youth Justice Operations (CSYJO) Portfolio.

Primary Purpose

Lead the development and implementation of professional learning and development programs for staff within the CSYJO Portfolio.

Level of Responsibility/Direction and Supervision

Operating under the direction of the Practice Learning and Development Assistant Manager, the Trainer is responsible for:

- Providing leadership and support in the planning, delivery and evaluation of professional learning and development programs conducted by the unit.
- Preparing learning materials for programs conducted by the unit.
- Provision of high-level specialist professional training.

All employees within the CSYJO Portfolio are required to participate in an annual Performance Development Plan (PDP) in collaboration with their direct supervisor. The PDP will define, monitor, and report on service performance indicators aligned with the strategic objectives relevant to the employee's classification level and role.

Employees who act in the capacity as a *supervisor* and who have direct reports are also expected to lead the PDP process for their respective team members, ensuring alignment with organisational goals and fostering a culture of continuous improvement.

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. Assist in the development and coordination of the delivery of learning and development programs to staff within CSYJO.
2. Assist in the planning, delivery and review of learning materials to ensure content is applicable to current needs.
3. Monitor and review the application of skills in the workplace to ensure the effectiveness of training delivery and the transfer of skills to participants.
4. In conjunction with the Practice Learning and Development Assistant Manager , liaise and consult closely with Managers and Team Leaders to develop training and specialist support services that are responsive to the needs of key stakeholders.
5. Assess internal/external training providers in relation to delivering accredited training packages to determine the appropriateness of out-sourcing opportunities.
6. Maintain record/information systems to inform, plan, deliver and evaluate training needs/statistics.
7. Evaluate the effectiveness of the training against the needs of the target groups, the requirements of line managers, the achievement of objectives and the application of the content in the workplace.
8. Ensure the legal requirements and principles of Equal Employment Opportunity and Anti-Discrimination are adhered to in the development of training.
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. Extensive experience in the delivery of statutory child protection services or a related area.
2. Substantial experience in the development and delivery of professional training programs in a human services or related area.
3. High level knowledge of current practices, policies and trends relating to the design, development, and implementation of adult professional training and development programs.
4. Demonstrated understanding of the opportunities and challenges faced by staff working in a statutory child protection context and how they might influence engagement in professional learning.
5. Highly developed communication and presentation skills, and a demonstrated capacity to consult and collaborate with agency leaders, subject matter experts, and other stakeholders.
6. Demonstrated organisational, analytical and problem-solving skills and the ability to make sound decisions, prioritise and meet deadlines in a timely manner.
7. 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	<ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
Desirable	<ul style="list-style-type: none">• Qualifications and experience in adult professional learning• University acquired degree or diploma in a humanities field

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 <https://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: 973874 – Assistant Director Strategic Recruitment and Payroll Operations – December 2023

Request: 7013408

Date Duties and Selection Criteria Last Reviewed: 12/23 VRH
