# Department of Communities Tasmania

## STATEMENT OF DUTIES

|  |  |
| --- | --- |
| **Position Title**  | Principal Practice Manager |
| **Position Number**  | Generic |
| **Division/Branch/Section** | Children, Youth and Families, Children and Family Services,Child Safety Service |
| **Award/Agreement**  | Allied Health Professionals Public Sector Unions Wages Agreement |
| **Classification**  | Allied Health Professional Level 5, Grade 3 |
| **Position Status\***  | Permanent  |
| **Position Type\*** | Full-time |
| **Location**  | South/North/North West |
| **Reports to** | Director- Children and Families  |
| **Check Type** | Annulled |
| **Check Frequency**  | Pre-employment |
| *\* The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.* |

#### About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

Communities Tasmania creates an environment where children’s safety and wellbeing is the centre of thought, values and action - we are responsive to the needs of families and communities that we engage with. We are a child safe organisation that puts the safety of children and young people first, creating a culture, adopting strategies and taking action to promote child wellbeing and prevent harm to children and young people.

#### Primary Purpose

Provide high level professional leadership to, and management of, Allied Health Professional staff within the Child Safety Service statewide, leading clinical governance that strategically integrates systems, processes, leadership, learning and culture at the core of providing safe and accountable child safety practice underpinned by continuous improvement.

Bring high level practice expertise to inform and guide the creation of new and innovative programs within Child Safety Service and the broader sector to assist in the delivery of meaningful services to children, young people, parents and carers.

#### Primary Duties

1. Provide leadership and the strategic development of an organisational culture and practice systems that are designed to facilitate the pursuit of safe, quality care for children, young people, parents and carers ensuring the delivery of practice is centred on the needs of children and their caregivers.
2. Provide high level professional leadership and direction in the development of a respectful practice language and a supportive workplace culture by role modelling the Children Youth and Families organisational values, the Signs of Safety Practice Principles and complimenting the Child Safety Practice Framework.
3. Represent the Director - Children and Families on working parties, interdepartmental committees and other groups as required.
4. Work with the Director - Children and Families and the Service Development Manager to develop strategic linkages with key government and non-government service partners and stakeholders to minimise systemic barriers that prevent children, young people, parents and carers from accessing the clinical and support services they require.
5. Provide high level professional advice and support to the Director - Children and Families for the delivery of effective child safety practice.
6. Lead and promote overall practice improvement through the application of the Signs of Safety approach to Child Safety staff and members of the Children and Families Directorate in order to support its implementation and application within all levels of the Children and Families division.
7. Strategically lead and support the ongoing professional development of Child Safety Service employees through the development and maintenance of relationships with key professional and learning institutions.
8. Oversee the effective management of the Child Safety human, physical and financial resources within the Children Youth and Families division in partnership with the Manager - Service Development.
9. Provide professional practice leadership and the coordination of clinical governance to promote and support high standards of ethical and professional practice, through the coordination of complex case consultation, critical reflection on practice, review of critical workplace incidents, mentorship and practice development activities so that the full needs of clients are properly assessed and supported to achieve positive outcomes.
10. Provide senior, professional leadership and governance to support the engagement of children, young people, parents and carers, and service partners and child safety practitioners in collaborative assessment, case planning and decision-making practice.
11. Chair, direct and participate in committees and forums affecting child safety practice, including leading the coordination of serious case reviews as and when required.
12. Lead the development of a comprehensive practice governance strategy within CSS state-wide, ensuring the robust and transparent reporting, analysis and discussion of the safety and quality of care occurs regularly and is informed by qualitative and quantitate data, committee structures and practice engagement.
13. Provide advice to the leadership of Children, Youth and Families on matters related to practice governance, professional practice, and the development, implementation, monitoring and evaluation of professional standards.
14. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that will ensure Communities Tasmania is a child safe organisation including reporting, record keeping and information sharing obligations.
15. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
16. 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.

#### Level of Responsibility, Direction and Supervision

Reporting to the Director – Children and Families, the Principal Practice Manager is a senior member of the Children and Families Directorate and plays an integral role in the achievement of CYF and Agency Objectives.

In accordance with Agency strategic directions, policies and in the context of child safety standards and statutory requirements, this role is responsible for:

* The direct supervision and leadership of Practice Managers and clinical staff.
* The development of comprehensive and contemporary practice governance strategy to ensure the delivery and monitoring of safety and quality care to children, young people and families.
* Working in collaboration with the Strategic Policy, Quality and Workforce Development division to identify, develop and implement policy and clinical practice guidance and for undertaking clinical practice reviews and consultations.
* Working in collaboration with CYF Workforce Development to support the implementation of the Learning and Development Framework.
* Managing allocated physical, financial and human resources appropriately.
* Working collaboratively with key staff across CYF, the broader Agency and external professionals.
* Determining strategies and priorities to support the achievement of organisational objectives.
* Performing this role with a high level of independence and autonomy whilst displaying a high degree of initiative.

#### Essential Requirements

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment.   It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

* Satisfactory completion of an appropriate course of study at a recognised tertiary institution
* Current Tasmanian Working with Children Registration.
* 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:
		1. crimes of violence
		2. sex related offences
		3. serious drug offences
		4. crimes involving dishonesty
		5. serious traffic offences *(if Driver’s Licence is an essential requirement)*
	2. Identification check
	3. Disciplinary action in previous employment check.

#### Desirable Requirements

* Five or more years’ experience in the delivery of human/family services and a high level of expertise in the area of Child Safety.
* Current Driver’s License.

#### Selection Criteria

1. Extensive practice experience in the child safety field with advanced knowledge of child safety theory and its application, as well as experience facilitating and leading reflective practice activities in a child safety environment.
2. Demonstrated significant professional knowledge and expertise, including high level professional judgement to effectively review practices to ensure appropriate standards are continuously maintained.
3. Demonstrated strong leadership skills to develop professional governance, manage and support quality and safety initiatives and provide high level advice to staff and senior managers both within CYF and to community sector organisations.
4. High level interpersonal, communication, mediation and conflict resolution skills and an extensive experience in high level management and leadership of clinical professionals, including the ability to credibly influence and motivate a broad range of professionals, organisations and consumers to support the achievement of organisational objectives.
5. High level contemporary management skills in child safety service delivery, strategic planning, policy development, business projects, change and information management.
6. Extensive knowledge and experience in child safety service delivery, continuous quality improvement, consumer and staff safety, and risk management principles, processes and legislation.
7. High level strategic, conceptual, analytical and creative skills and an understanding of the political, social and organisational environment impacting the Agency, together with experience in planning and prioritising complex and diverse activities in a dynamic and multidisciplinary environment.

#### Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.

Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have 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.

Communities Tasmania does not tolerate violence, especially violence against women and children. We are a Child Safe Organisation and adhere to the National Principles for Child Safe Organisations.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act* *2000* and the Employment Directions can be found on the State Service Management Office’s website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management*: Communities Tasmania has a zero tolerance to fraud.  Officers and employees must be aware of, and comply with, the Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit.  Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*.  Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000.*

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary.  The relevant manager can provide details to the occupant of delegations applicable to this position.  Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency’s fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* Communities Tasmania is a smoke-free work environment.  Smoking is prohibited in all State Government workplaces, including vehicles and vessels.