



WATERMARK SEARCH INTERNATIONAL CANDIDATE BRIEF

Executive Director, Child Safety and Out of Home Care

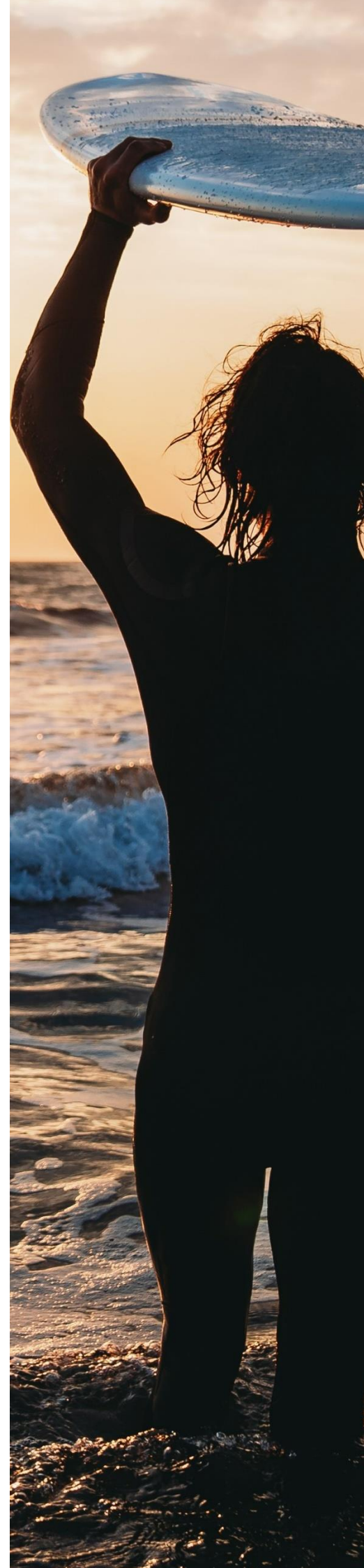
**Department for Education, Children and
Young People Tasmania**

April 2024



**Tasmanian
Government**

Presented by Watermark Search International.
Trusted for over 40 years, focused on the future.



Executive Director, Child Safety and Out of Home Care

Help improve the safety and wellbeing of some of Tasmania's most vulnerable children

Move to Tasmania for a great lifestyle

Hobart based

Imagine living and working in a place where you and your family can feel part of a safe and welcoming community. With a world-class urban environment, mild climate, innovative business community and open spaces within easy reach, Tasmania is a place where individuals and families can really thrive.

The role has been recently created in the newly-merged Tasmanian Department for Education, Children and Young People (DECYP). It was brought together to deliver better outcomes for all Tasmanian children and young people, giving them the best possible opportunity to have bright lives and positive futures. DECYP is seeking a senior executive to lead the delivery of quality services and build strategies to improve outcomes of safety and wellbeing for some of the state's most vulnerable children and young people.

The Executive Director is responsible for the leadership and oversight of operations, business improvement projects and programs within Child Safety, Out of Home Care and Advice and Referral Services. Reporting to the Deputy Secretary, they will be required to provide high level advice and recommendations to the Secretary, Executive, Senior Government officials and the Minister. A key focus will be on leadership of the geographically dispersed team, to help support an open, collaborative, and inclusive culture, focused on best practice.

Candidates will bring significant experience and knowledge of the delivery of relevant services for children (particularly those at risk of harm). A successful history of leading and championing cultural change will be essential, underpinned by a strong skillset in relationship management, communications, influencing and leadership. As a member of the DECYP Leadership Group, you will play a key strategic role in the Department.

We are seeking an application that includes a CV and a cover letter addressing the selection criteria and responding to a series of questions. An essential requirement is a Tasmanian Registration to Work with Vulnerable People.

For a confidential discussion, please call Bronwen Kerr of Watermark Search International, on 0439 489 428.

Executive Director, Child Safety and Out of Home Care

STATEMENT OF DUTIES		APRIL 2024
Number	519985	
Portfolio	Keeping Children Safe	
Branch	Children and Families	
Section	N/A	
Sub-Section/Unit/School	N/A	
Supervisor	Deputy Secretary	
Award/Agreement	Senior Executive – <i>State Service Act 2000</i> S31	
Classification	SES Level 3	
Employment Conditions	Fixed-term, full-time, 52 weeks per year, 4 weeks annual leave. Interstate and intrastate travel as required. Contract (IOA) of up to 5 years.	
Location	State-wide	

The Role

Accountable for the leadership and oversight of Child Safety, Advice and Referral and the current Out of Home Care service within the Department, including the provision of strategic leadership, informed advice and direction for a range of improvement initiatives within the area of responsibility and across the Department.

The primary objectives of the role are to:

- lead the delivery of high-quality services delivered by Child Safety, Out of Home Care and Advice and Referral, including providing strategic leadership to deliver improved service delivery and outcomes for children and young people.
- provide definitive, high-level, advice and recommendations to a broad range of diverse stakeholders including the Secretary, the Agency Executive Board, senior Government officers and the Minister on matters related to the areas of responsibility.

Level of Responsibility/Direction and Supervision

Responsible for the leadership and oversight of the operations, business improvement projects and programs within Child Safety, Advice and Referral and Out of Home Care, including effectively working across the Department and with other government and non- government entities to ensure strategic objectives and related milestones are achieved.

The officer will be required to operate with a very high level of autonomy and initiative, together with independent judgement, and receives broad direction from the Deputy Secretary.

The occupant is a member of the DECYP Leadership Group and has a key strategic role in the senior leadership of the Department.

Accountability

The occupant is also responsible for exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by the Secretary and the Minister. 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 any specified limitations.

In the delivery of the organisation'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 legal, is right and is reasonable based on an objective standard.
- the safety and wellbeing of all children and young people is paramount and if the occupant believes or suspects, on reasonable grounds, that a child is suffering, has suffered or is likely to suffer sexual abuse, immediate contact is made with the Strong Families, Safe Kids Advice and Referral Line (ARL) and if the suspected abuse was committed by an employee also notify Workplace Relations.

Primary Duties

1. Lead and oversee services that improve the safety and care of all children, with a particular focus on children at risk of harm, Aboriginal children (in consultation with the Executive Director, Aboriginal Children and Young People) and those under the Guardianship of the Secretary. This duty is to be undertaken in accordance with the Conventions on the Rights of the Child, the *Children, Young Persons and their Families Act 1997*, the Child and Youth Safe Organisations Framework and the recommendations from the Commission of Inquiry into the Tasmanian Government's Responses to Child Sexual Abuse in Institutional Settings, in a manner that is informed by the views of the child, the child's family and other persons who are significant in the child's life.
2. Oversee the delivery and ongoing implementation of the Advice and Referral Line, in

accordance with Strong Families, Safe Kids.

3. Lead the delivery and business improvement of the current out of home care system, informed by the views of the young person, and contribute to the design of the future out of home care system.
4. Lead the establishment, design, delivery and evaluation of operational initiatives and projects that drive continuous improvement in the effectiveness of services in improving the safety and wellbeing of children and young people.
5. Lead the development, design, implementation and delivery of operational policies, processes and professional learning that support child centric, contemporary, high-quality practice in child safety that improves the safety, wellbeing and learning outcomes for children and young people.
6. Work in values-aligned partnerships with other senior leaders across the agency, to co-design and assist them in the delivery of their accountabilities in relation to children and young people being known, safe, well and learning.
7. Effectively manage human, financial, and physical resources in a way that prioritises the safety, wellbeing, accountability and capability of the workforce.
8. Actively participate in and contribute to practices that will ensure the Department is a child safe organisation, including ensuring that staff meet their reporting, record keeping and information sharing obligations.
9. Actively participate in and contribute to the organisation's Safety and Risk processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that safety improvement processes are in place and appropriately acted upon.
10. Contribute to the leadership of the Department through the Departmental Leadership Group in order to continually grow your leadership and support the growth of other leaders to deliver change that improves the lives of children and young people.
11. Contribute to the leadership of the Department through the DECYP Leadership Group in order to continually grow your leadership and support the growth of other leaders to deliver change that improves the lives of children and young people.
12. Support a strategically focused, inclusive and productive working environment.

Performance Management and Development Framework/Requirements

The Performance Management Framework is designed to support the Agency's business planning process and provide a clear link between the occupants performance and development and the achievement of the Department's strategic direction.

The performance assessment will be based on the key achievements against the annual performance agreement which will incorporate an assessment of demonstrated capability against the Senior Executive Leadership Capability Framework to shape strategic thinking; achieve results; cultivate

productive working relationships; exemplify personal drive and integrity; and to communicate with influence.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

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. Proficiency

Experience and knowledge, together with demonstrated competency, in the implementation and delivery of child safety and advice and referral services that support the safety and wellbeing of children and young people, with a particular focus on children at risk of harm, Aboriginal children and those under the Guardianship of the Secretary.

2. Expertise

Demonstrated high level leadership skills and demonstrated capacity and capability to inspire, lead and successfully implement organisational change and integrated system approaches.

3. Shapes Strategic Thinking

Demonstrated awareness of the strategic vision and values of the Department and an understanding of the policy environment, along with proven skills to drive team performance, to achieve outcomes and align strategies to the broader environment.

4. Achieves Results

Demonstrated senior management experience in the development and delivery of significant policy and project initiatives within specified timeframes that achieve the required outcomes within a service delivery environment.

5. Cultivates Productive Working Relationships

Demonstrated experience in creating, leading and being a part of multi-disciplinary/skill teams, including proven capacity to engage key stakeholders and clients for positive benefit.

6. Exemplifies Personal Drive and Integrity

Demonstrate the Department's values, together with drive, professionalism and integrity, in everyday actions with a strong proven performance in previous senior roles, possessing high level initiative and adaptability, outstanding conceptual, analytical and creative skills, and the

ability to manage change, motivate, guide and mentor staff, and achieve results in a change environment.

7. Communicates with Influence

Demonstrated proficiency in clear communication; ability to understand and adapt to varying audiences to ensure that views and information are effectively exchanged; negotiate persuasively to achieve desired outcomes; and conflict resolution.

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.

Essential

- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Relevant tertiary qualifications. A senior executive with a proven record of management in a large private or public sector organisation.

Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and 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.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values, Behaviours and Workplace Diversity

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.

State Service Principles and Code of Conduct

Employment in the State Service 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 of Education, Children And Young People: Information technology policies](#)

Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

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.

The Department 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 Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control 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 or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are 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.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

APPROVED BY HRM DELEGATE: 960250 –Director Human Resources – June 2023

Request:

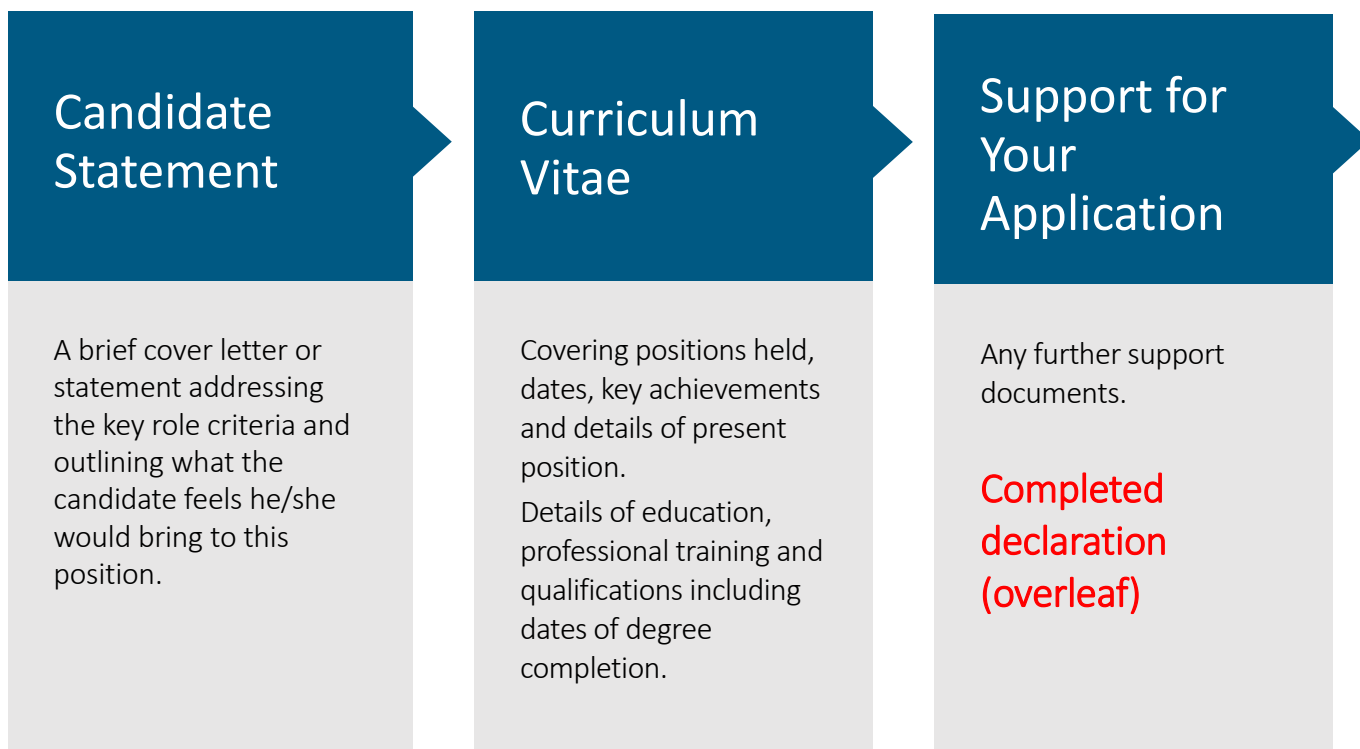
Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

Date Duties and Selection Criteria Last Reviewed: 04/24 JCC

How to Apply

An executive search is being undertaken by Watermark alongside the public advertisement.

Applications for the position will need to include the following:



For a confidential discussion, please call Bronwen Kerr of Watermark Search International.

Daniel Nicholls

Partner, Executive Search
0450 948 868

Claire Crawford

Partner, Executive Search
02 9233 1200

Bronwen Kerr

Engagement Manager
02 9233 1200

Georgina Southwell

Project Administrator
02 9239 1223

Please send your application quoting **Ref No A005510** to Watermark Search International at search@watermarksearch.com.au. We will reply to the email address used for your application.

Closing date: Friday 17 May 2024 at 11.59pm AEST

Questions/Information for applicants – Executive Director Child Safety and Out of Home Care

Acknowledgement

I confirm that all information provided within this application is true and complete. I understand that providing false information or withholding relevant information may result in the withdrawal of an offer of employment or dismissal.

Essential Requirements

To be employed within the Department for Education, Children and Young People (DECYP), all employees are required to hold a current Tasmanian Working with Vulnerable People Registration with the status of Employee/Volunteer as per the *Registration to Work with Vulnerable People Act 2013*.

The cost associated with obtaining a Working with Vulnerable People registration is the responsibility of the individual.

1. Do you have a current Working with Vulnerable People Registration? Yes No

2. If so, please provide your Registration number

Consent Form

The Department for Education, Children and Young People (DECYP) is a child safe organisation and all employees within DECYP are responsible for ensuring the safety, wellbeing, health, and best interests of children is a paramount consideration.

3. Have you been the subject of disciplinary action as a result of alleged misconduct or inappropriate behaviour in your previous employment or profession for which a sanction was imposed? Yes No
4. Have you been found guilty of a criminal and/or fraud/dishonesty offence(s) or are you currently facing any criminal and/or fraud/dishonesty charge(s)? Yes No
5. Are you currently the subject of an investigation relating to your conduct in your current or past employment or profession? Yes No
6. Have you ever resigned from employment while you were the subject of an investigation relating to your conduct or behaviour in your current or past employment or profession? Yes No
7. Are there any current, pending or past allegation(s) of child sexual abuse or harm of any other kind to a child, or any other allegations of inappropriate behaviour or misconduct against you in your personal or professional capacity? Yes No
8. Is or has your professional registration (eg teacher registration) related to your current or past employment been subject to any conditions prescribed by the regulatory body? Yes No

If you ticked Yes in answer to any of the questions above, please provide details of any previous or pending criminal charges and/or offences and/or misconduct/behaviour matters including specifics, i.e. what, when, how, together with the action that resulted from any investigation or determination and the final outcome, including details of any sanction(s), penalty/ies or condition(s) imposed.

Questions/Information for applicants – Executive Director Child Safety and Out of Home Care

By submitting this application and Consent Form, I declare that:

9. I consent to DECYP contacting my referees and/or past employers and/or any law enforcement and or regulatory authorities to satisfy itself of this declaration, including making various enquiries and checks about me in relation to any previous employment or offence history.
10. I consent to the use of information gathered throughout the recruitment and selection process by DECYP in relation to any current or future vacancy for which I am considered. If successful in my application for employment, I also consent to this information being used during my employment for employment-related purposes.
11. I understand and acknowledge that providing false or misleading information relevant to employment within DECYP in the State Service may result in the withdrawal of an offer of employment or dismissal.
12. All the information I have provided in and with this application for employment is complete, true and correct.

Signed

Date

Contact Us

Sydney

Level 32, 200 George Street
Sydney NSW 2000
+61 2 9233 1200

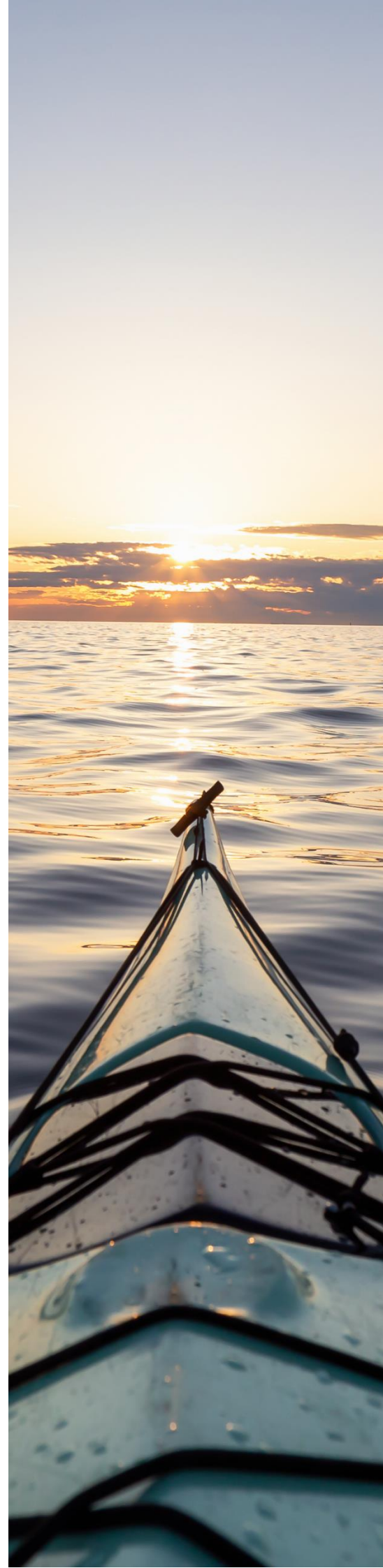
Melbourne

Level 11, 385 Bourke Street
Melbourne VIC 3000
+61 3 8629 1333

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