



## Job Description Form

# Manager (Royal Commission)

### Position Details

<b>Position Number:</b>	Generic
<b>Classification:</b>	Level 7
<b>Award / Agreement:</b>	PSA 1992 / PSGOCSAGA 2017
<b>Organisational Unit:</b>	Policy and Service Design / Royal Commission Response Unit
<b>Location:</b>	East Perth
<b>Classification Evaluation Date:</b>	
<b>JDF Review Date:</b>	February 2019

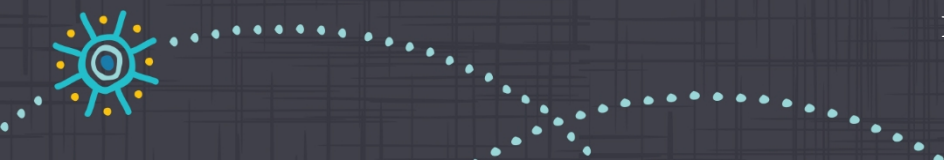
### Reporting Relationships

**This position reports to:**

General Manager (Royal Commission), Specified Calling Level 6

**Positions Under Direct Supervision:**

This position may supervise a small team.



## About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department's functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

This position is responsible for:

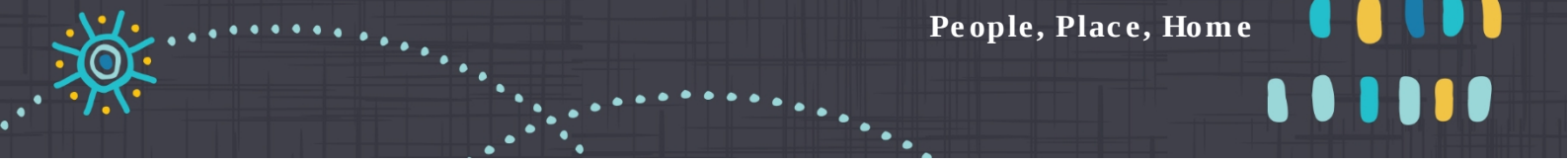
Leading a small team and developing and contributing to high level policy and advice relating to a diverse range of strategic and service issues focussing on supporting vulnerable children and families.

Developing and maintaining collaborative links and partnerships across the Department, community and other government and non-government agencies.

Assisting the director in the management of a team to deliver the identified outcomes for individual and family support.

Overseeing the implementation of government and department policy and program and contributing to their review and monitoring.

Maintaining an expert awareness of relevant trends and issues within the state, nationally and internationally in relation to the Department's core business.



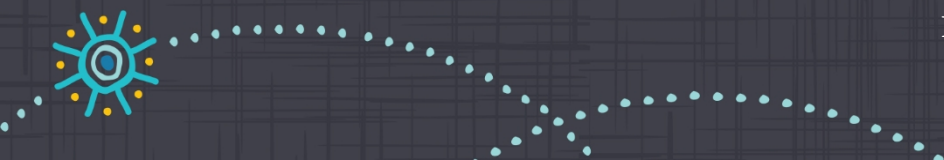
## Duties and Responsibilities

### 1. Policy and Programs

- 1.1 Develop and contribute to the development of policy and planning for accessible and equitable service delivery across the State that provide support and assistance to vulnerable children and families.
- 1.2 Writes policies, strategic directions, programs and standards of a complex nature.  
Develops and maintains collaborative relationships across the Department, community and other government agencies in the development of policy and planning of services.
- 1.3 Manages systems of quality assurance and improvement which monitor the implementation and achievement of policy framework objectives.
- 1.4 Maintains an expert knowledge of relevant issues and trends within the state, nationally and internationally in relation to children and family safety and support.
- 1.5 Oversees the development and implementation of government and Department policies and planning frameworks and contributes to their review and evaluation.
- 1.6 Reviews and monitors new and existing legislation with regards to the achievement of corporate objectives and government direction.
- 1.7 Responsible for the provision of policy and planning information and advice to support the development of best practice in children and family safety and support within the Department and to other agencies.
- 1.8 Leads major projects to achieve government and Departmental strategic objectives.
- 1.9 Ensures the development and delivery of funded not for profit services occurs within the policy and planning framework.

### 2. Management

- 2.1 Leads a team and instigates continuous improvement activities to achieve:
  - evidence based policy and program frameworks;
  - cost effective outputs and outcomes;
  - minimisation of risk;
  - compliance with statutory obligations and Departmental policy; and
  - effective management of human, financial and physical resources



### **3. Reporting and advice**

- 3.1 Ensures reporting and advice is within the prescribed framework, meets Departmental standards and is timely, accurate, comprehensive and identifies risks and recommends actions to address them.

### **4. Other**

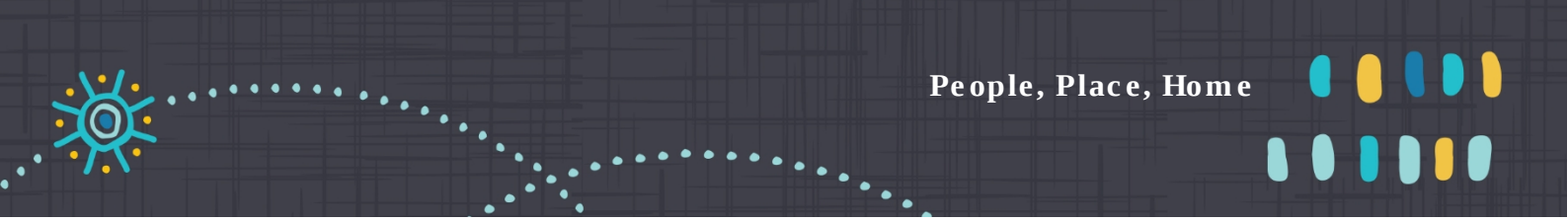
- 4.1 Plans, manages and reports on other assigned duties as necessary.
- 4.2 Participates in Emergency Management and Response duties as required.

## **Essential Work-Related Requirements (Selection Criteria)**

- 1. Demonstrated experience in leading, managing and supporting a team to achieve and deliver outcomes
- 2. Highly developed verbal and written communication skills including the ability to provide advice and reports that contribute to the overall strategic direction of the organisation.
- 3. Highly developed conceptual and analytical skills with experience in interpreting and applying legislation, policy, research and evaluation findings to the development of policy frameworks and/or service design.
- 4. Demonstrated project management skills including the ability to identify and maintain key relationships with internal and external stakeholders.

## **Essential Eligibility Requirements / Special Appointment Requirements**

- 1. Appointment is subject to a satisfactory National Police Clearance.
- 2. Department Record Check
- 3. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.



## Delegate Certification

## HR Registration

February 2019