

Job Description Form

Senior Review Co-ordinator

Position Details

Position Number:	011431
Classification:	Level 6
Award / Agreement:	PSA 1992 / PSCA 2019
Organisational Unit:	Service Delivery Metropolitan Communities/Central Review Team
Location:	East Perth
Classification Evaluation Date:	
JDF Review Date:	July 2019

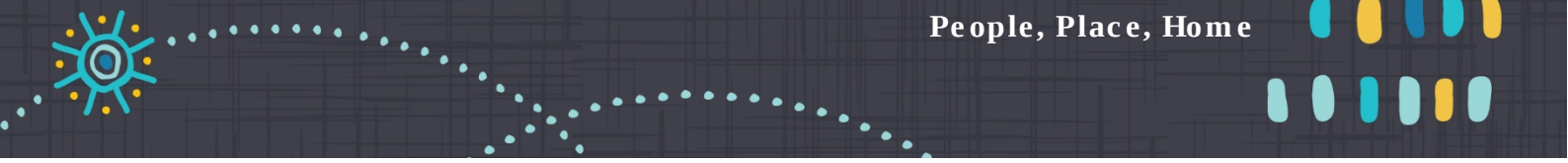
Reporting Relationships

This position reports to:

010354, Director Central Review Team, Level 8

Positions Under Direct Supervision:

This position has no subordinates.



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.

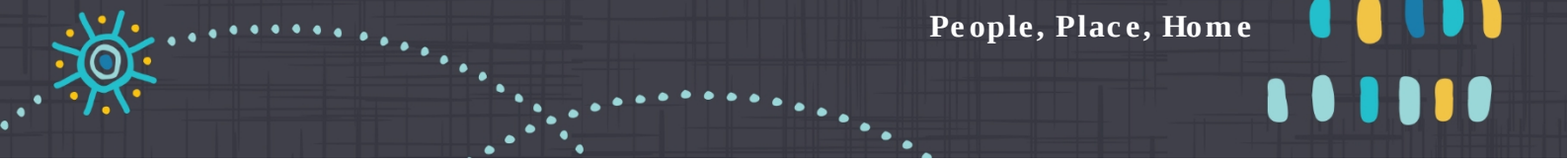
The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

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

The position is responsible for the review, monitoring and reporting of formal oversight agency activities, in particular child death and family and domestic violence fatalities to inform the implementation of best practice and continuous improvement strategies as they relate to professional practice.



Duties and Responsibilities

1. Analysis and Review

- 1.1 Develops solutions to complex findings from formal case review functions and audit activities as they relate to professional practice.
- 1.2 Reviews, analyses and reports on performance across all operations as they relate to professional practice to identify opportunities for improvements. .
- 1.3 Analyses performance to help identify where resources could be better targeted.

2. Planning and Implementation

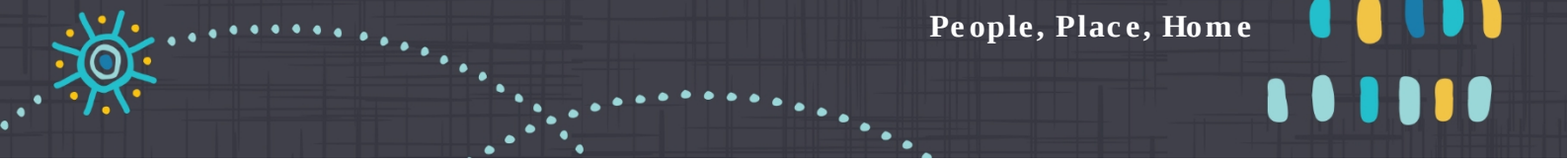
- 2.1 Develops and implements proactive solutions to enable performance improvement.
- 2.2 Develops and helps to implement strategies and measures that improve the connections between client outcomes, performance measures and corporate governance across all operations as they relate to professional practice.

3. Leadership, Negotiation and Communication

- 3.1 Liaises and negotiates with key stakeholders to analyse and review practice performance to identify opportunities for improvement.
- 3.2 Maintains and develops communication strategies that identify barriers to good practice across practice operations.
- 3.3 Provides leadership in helping to drive change and practice improvement across all District Offices and relevant Directorates through the adoption of best practice or new and innovative approaches to professional practice. .
- 3.4 Prepares reports identifying key findings and causal factors that have resulted in performance trends.

4. Other

- 4.1 Undertakes research projects as required.
- 4.2 Other duties as directed.



Essential Work-Related Requirements (Selection Criteria)

1. Proven high level communication and interpersonal skills together with the ability to influence others at all levels.
2. Demonstrated ability to manage complex projects and deliver quality outcomes.
3. Demonstrated high level research, analytical, conceptual and problem solving skills.
4. High level organisational and prioritising skills together with the capacity to utilise initiative in a demanding environment.
5. Proven negotiation skills.
6. Proven well developed written communication skills with the ability to prepare documents, including formal reports of a sensitive nature.
7. Proven engagement, assessment and analytical skills in working within a child protection context.
8. Understanding of policy development and evaluation frameworks.

Desirable Work-Related Requirements (Selection Criteria)

1. Knowledge of the Department's practice across directorates.
2. Knowledge of or experience in Family and Domestic Violence practice.
3. Possession of or progression to a relevant tertiary qualification.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Departmental Record Check

HR Registration

3 July 2019