



Job Description Form

Principal Review Co-ordinator

Position Details

Position Number:	009809
Classification:	Level 7
Award / Agreement:	PSA 1992 / PSCA 2019
Organisational Unit:	Service Delivery Metropolitan / Central Review Team
Location:	East Perth
Classification Evaluation Date:	
JDF Review Date:	April 2019

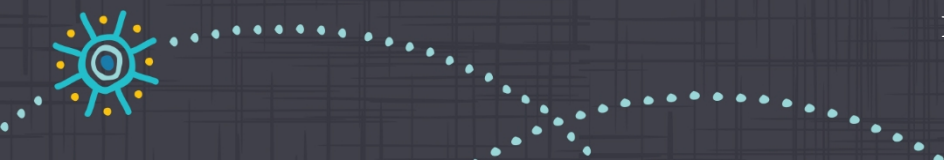
Reporting Relationships

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.

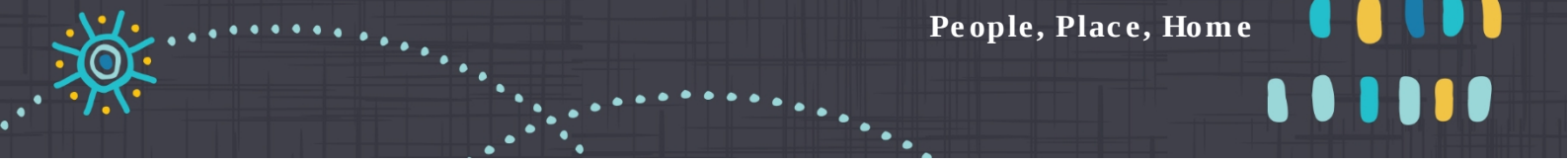
The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual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

This position:

- Provides advice to senior management on the provision of best practice and continuous improvement strategies as they relate to professional practice.
- Manages the establishment of consultative groups across all Districts and Business Units to undertake complex case reviews following a child death or family and domestic violence fatality. Identifies practice and emerging issues as outcomes from child death and family and domestic violence fatality review and makes recommendations for action as required.
- Contributes to the development and implementation of practice improvements relevant to departmental Practice.
- Manages complex projects and achieves desired outcomes.
- Develops and maintains linkages with internal and key external stakeholders.
- Prepares reports and supports Department staff in preparation for Coronial Inquests.
- Prepares responses to Ombudsman formal child death case reviews.



Duties and Responsibilities

1. ADVICE AND CONSULTANCY

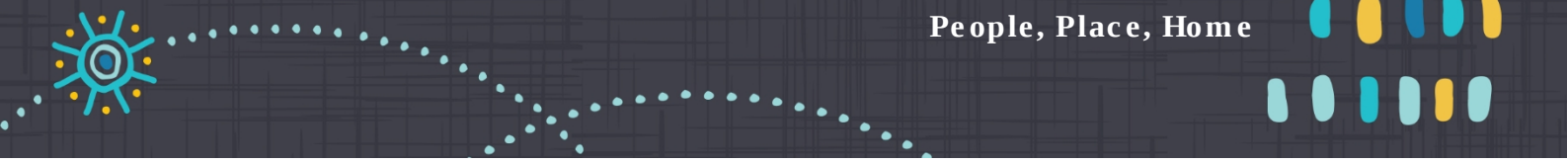
- 1.1 Provides support and advice to senior management on emerging practice issues, models and trends within the community services sector.
- 1.2 Provides advice to senior management on complex and contentious matters related to professional practice.
- 1.3 Manages the implementation of practice improvements to meet recommendations from formal child death and family and domestic fatality reviews.

2. PRACTICE SUPPORT AND QUALITY IMPROVEMENT

- 2.1 Contributes to the development of practice improvements. .
- 2.2 Establishes partnerships and collaborative arrangements within the department to support formal case review activities.

3. OTHER

- 3.1 Provides advice and reports that contribute to the overall management of the directorate.
- 3.2 Coordinates and/or manages high level directorate strategic professional projects, including the implementation of specific recommendations arising from formal case reviews and coronial inquests.
- 3.3 Participates in emergency management and response duties as required.
- 3.4 Performs other duties as required.



Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated substantial experience in providing effective leadership and motivation to develop innovation in promoting improvements to professional practice.
2. Demonstrated ability to manage complex projects and deliver quality outcomes.
3. Demonstrated substantial experience in developing, monitoring, implementing and reviewing frameworks and strategies focused on continuous improvements to professional practice. .
4. Demonstrated substantial knowledge and understanding of child protection and family domestic violence practice.
5. Highly developed oral and written communication, interpersonal, facilitation and negotiation skills.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Appointment is subject to a satisfactory Working with Children (WWC) Check
3. Departmental Record Check.

HR Registration

April 2019