



JOB DESCRIPTION FORM

COMMISSIONER FOR CHILDREN AND YOUNG PEOPLE

MANAGER (WELLBEING, RESEARCH AND DATA)

LEVEL 7

POSITION No.: CCYP 00036786

Classification / Level	Level 7
Award / Agreement	Public Service and Government Officers CSA General Agreement
Organisational Unit	Policy and Research Team
Physical Location	Commissioner for Children and Young People, Subiaco
Nature of appointment	Permanent (1.0) FTE

SUPPORTING RELATIONSHIPS

SUPERVISOR

Position Number	CCYP00036772
Position Title	Director Policy and Research
Classification / Level	Level 8

SUPERVISES

FTE	2 (level 6 and level 4/5)
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KEY FUNCTIONS AND OUTCOMES

This section provides a brief summary of the key functions of the position.

This position affords an opportunity to work as part of a dynamic team providing support to the Commissioner for Children and Young People. The position requires strong conceptual and analytical skills with a solid understanding of, and experience in, policy formulation in a public policy environment as well as team management whilst monitoring and advocating to strengthen the wellbeing of all WA children and young people.

The Manager – Wellbeing, Research and Data works as both part of a team undertaking high level research and policy development, and as a dynamic manager of staff to enable the Commissioner for Children and Young People to perform the functions set out under the Act. The position requires demonstrated knowledge and skills in developing and undertaking research and the analysis of data to inform policy development. An



understanding of issues and trends affecting the wellbeing of children and young people and a commitment to the advancement of the interests of all Western Australian children and young people will be highly regarded.

Key Outcomes

- Policies and projects are developed in accordance with the *Commissioner for Children and Young People Act 2006* and the objectives in the Strategic Plan to meet the needs of children and young people.
- High level support and advice is provided to the Commissioner for Children and Young People.
- Research and data analysis processes are appropriately thorough to inform decisions and policy formulation
- Contribute to a positive work environment through strong human resource management and teamwork skills.

WORK DESCRIPTION

This section outlines the responsibilities and duties of an individual in this position.

Responsibilities

Research and data analysis especially relating to the monitoring and advocacy required to strengthen the wellbeing of all WA children and young people

- Researches, analyses, develops and coordinates research and data initiatives and projects to inform the monitoring and policy development activities of the Commissioner.
- Provides high level analysis and policy advice to the Commissioner on research and data issues and makes recommendations where appropriate.
- Prepares discussion papers, reports, briefing notes, correspondence and position papers.
- Prepares policy options and responses to emerging issues and trends affecting children and young people.
- Monitors, reviews and evaluates policies, strategies and initiatives, making recommendations for enhancement where appropriate.
- Contributes to the monitoring and development of performance indicators, measurement systems, methodologies and benchmarks.



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- Contributes to the development of Commissioner for Children and Young People's strategic and business planning.

Working relationships

- Develops and sustains networks in the public, private and non-government sectors and works cooperatively and positively with all stakeholders.
- Provides advice, assistance and guidance to all team members across the office ensuring a positive culture and collaborative work ethos and culture is attained.
- Maintains an awareness of issues affecting children and young people.
- Represents the Commissioner as required.
- Having regard for the skills of the officer performs other duties as required.

ORGANISATIONAL CONTEXT

Role of the Commissioner for Children and Young People:

The Commissioner for Children and Young People is an independent statutory office holder who reports directly to Parliament. The Commissioner's powers and functions are set out in the *Commissioner for Children and Young People Act 2006*.

The Commissioner represents and advocates on behalf of children and young people under the age of 18 years in Western Australia. The Commissioner is required to have special regard for the needs of Aboriginal and Torres Strait Islander children and young people and other vulnerable children and young people. The best interests of children and young people are paramount and the Commissioner is dedicated to ensuring the voices of children and young people are heard.

Commitment to the safety of children and young people:

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Children and young people should be safe, feel safe and be respected wherever they are. The Commissioner for Children and Young People prioritises the safety and wellbeing of children and young people in all work of the office and in our work with other organisations.

We have an ongoing cycle of assessment, action and reflection in place and regularly review, update and refine policies and practices to assess their effectiveness and strive for excellence. We involve children and young people and their families in developing and reviewing our work.

Commitment to diversity:

The office of the Commissioner for Children and Young People recognises, values and embraces the diversity of our Western Australian community, including our differences in culture, ethnicity, religious beliefs, sexuality, gender identity, age, abilities and life experiences. The organisation is committed to providing an inclusive and respectful



workplace for all staff, and encourages applicants from a diverse range of backgrounds to apply for the role.

WORK RELATED REQUIREMENTS

This section outlines the mix of competencies, knowledge, skills, experience and abilities required of an individual in this position. The following is to be read in the context of the preceding sections of this document.

ESSENTIAL PRE-EMPLOYMENT REQUIREMENTS:

Offers of appointment to suitable applicants will be subject to a Working with Children Check and a National Police Clearance.

WORK RELATED REQUIREMENTS (SELECTION CRITERIA):

In the context of the functions of the position, applicants must address all of the work related requirements.

Essential

1. Shapes and manages strategy

The abilities to understand the organisation's role within government and the community and to focus strategically; inspire a sense of purpose and direction; harness information, opportunities and alternative viewpoints; and show judgement, intelligence and common sense are important to this role.

2. Achieves results

The abilities to build organisational skill and responsiveness; value and capitalise on professional expertise; steer and implement change within a project planning framework; successfully deliver intended results and achieving quality outcomes are important requirements of this position.

3. Builds productive relationships

The abilities to build and sustain relationships with internal and external stakeholders; facilitate cooperation and partnerships; value and recognise differences and diversity, and to guide, coach and develop people are integral to this role.

4. Exemplifies personal integrity and self-awareness

A personal commitment to public service professionalism, probity and professional development; engage with risk and show personal courage; the provision of strategic advice; a commitment to achieving outcomes through personal drive; demonstration of self-awareness and a commitment to personal development, and personal resilience in difficult circumstances are important to this role.

5. Communicates and influences effectively.



The capacity to communicate clearly and confidently; to successfully listen, understand and adapt to different audiences; and to negotiate persuasively are important requirements of this position.

6. **Considerable experience in research and data development, implementation and evaluation.**
7. **An understanding of the contemporary issues and trends related to children and young people.**

Desirable

1. Tertiary qualifications in a relevant discipline

CERTIFICATION

The details in this document are an accurate statement of the responsibilities and requirements of the position.

Commissioner for Children and Young People WA

17/6/19

Date