

## **Manager (Wellbeing, Research and Data)**

**POSITION: CCYP00036786**

**PSGO CSA GA 2017, Level 7, \$117,725 - \$126,033**  
Permanent full-time

**LOCATION: Subiaco**

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.

### **Job Description**

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.

Applications will be assessed against the selection criteria and work related requirements of the position. The business needs of the branch may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

### Selection Criteria

Please refer to JDF attached.

### Find our more

If you are interested in the position and would like further information about the role, please contact Trish Heath, Director Policy and Research on 6213 2297 (not to be contacted for Applicant Information Packs or assistance with lodging your application).

### Application Instructions

Interested applicants should submit a three (3) to five (5) page statement addressing **the selection criteria, in the context of the role and business needs of the office** and a comprehensive CV with at least two referees.

Please refer to the Applicant Information Pack and Job Description Form for full position details as these documents will assist you with the preparation of your application.

If you experience difficulties downloading these documents, please call the Corporate Services Officer on (08) 6213 2297.

Applications should be lodged via [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au).

When you are ready to lodge your application, please check to ensure that you have completed the attached:

- Application Form
- Prepared your application as stated in the "Work Related Requirements" section

Please ensure you have plenty of time to submit your application to allow for unanticipated problems, as late and proforma applications will not be accepted.

### Additional information

*This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our agency for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.*

*The Commissioner for Children and Young People is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.*

CLOSING DATE – 4.00pm Monday 22 July 2019

(19/3757)