



JOB DESCRIPTION FORM

COMMISSIONER FOR CHILDREN AND YOUNG PEOPLE

DIRECTOR POLICY, MONITORING AND RESEARCH – LEVEL 8

POSITION DETAILS **CCYP00036772**

Classification / Level	Level 8
Award / Agreement	PSA CSA
Organisational Unit	Policy, Monitoring and Research Team
Physical Location	Commissioner for Children and Young People, Subiaco
Nature of appointment	Permanent (1.0) FTE

SUPPORTING RELATIONSHIPS

SUPERVISOR

Position Number	CCYP00036769
Position Title	Commissioner for Children and Young People
Classification / Level	SAT

SUPERVISES

FTE	4
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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 in setting of strategic direction and development of high level policy and initiatives. The position requires high level conceptual and analytical skills with a solid understanding of, and experience in, policy formulation in a public policy environment.

The Director Policy, Monitoring and Research leads the Policy, Monitoring and Research team and undertakes high level research and policy development to enable the Commissioner for

Children and Young People to perform functions under the Act. The position also requires a strong understanding of issues and trends affecting children and young people. Sensitivity and commitment to the wellbeing and advancement of the interests of all Western Australian children and young people is an important part of this role.

Key Outcomes

- Contributes to the leadership and direction of the Commissioner for Children and Young People in the creation and setting of strategic plans, frameworks and policies in accordance with the *Commissioner for Children and Young People Act 2006* and the objectives in the Strategic Plan- *Our approach and priorities 2016-2020* to meet the needs of children and young people.
- High level support and policy advice is provided to the Commissioner for Children and Young People.
- Consultation, research and monitoring processes are appropriately thorough to inform decisions and policy formulation.
- Professional and ethical behaviour is demonstrated through appropriate leadership qualities and skills.

WORK DESCRIPTION

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

Responsibilities

Policy development, research, monitoring and strategic planning

- Leads the research, analysis, development and coordination of research, policy initiatives and projects.
- Ensures high level analysis and policy advice is provided to the Commissioner on legislation and policy issues and makes recommendations where appropriate.
- Monitors the evaluation of the impact of legislation and policies on children and young people and organisations in the achievement of the Commissioner for Children and Young People's objectives.
- Leads the development of projects, discussion papers, reports, briefing notes, correspondence position papers and other relevant publications.
- Develops 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.
- Oversees the ongoing monitoring and development of the Wellbeing Monitoring Framework.

Working relationships

- Leads and manages a small team in accordance with contemporary human resources practices and standards and ensuring a positive culture and collaborative work ethos is attained.
- Actively participates as a member of the Commissioner for Children and Young People Corporate Executive to establish and monitor relevant policies, procedures and practices in accordance with the Corporate Governance Framework, Strategic and Business plans.
- Assumes accountability and responsibility for monitoring, overseeing and reporting on risks and controls associated with projects and programs within their authority.
- Develops and sustains networks in the public, private and non-government sectors and works cooperatively and positively with all stakeholders.
- Applies effective and appropriate negotiation methods suited to a range of audiences with an ability to influence outcomes.
- Maintains an awareness of issues affecting children and young people.
- Ensures the office of the Commissioner for Children and Young People complies with relevant legislation, policies and standards that affect children and young people.
- Represents the Commissioner 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.

WORK RELATED REQUIREMENTS

This section outlines the mix of competencies, knowledge, skills 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

An understanding of the organisation's role within government and the community, and the ability to align activities with strategic priorities; harness information and alternative viewpoints; and the ability to show judgement, intelligence and common sense. A thorough understanding of the contemporary issues and trends related to children and young people and their wellbeing. Knowledge and understanding of Child Safe Standards and the importance of independent monitoring of these standards.
2. Achieves results

The ability to value and capitalise on professional expertise; support and implement change within a project planning framework; successfully deliver intended results and achieve quality outcomes.
3. Builds productive relationships

The ability to build and sustain relationships with internal and external stakeholders, including staff management skills; facilitate cooperation and partnerships; and to value and recognise differences and diversity.



4. Exemplifies personal integrity and self-awareness

Commitment to the support of the Commissioner and a personal commitment to public service professionalism, integrity, probity and professional development; the ability to provide strategic advice; demonstration of a commitment to achieving outcomes through personal drive; and the ability to exhibit personal resilience in difficult circumstances.

5. Communicates and influences effectively

A strong capacity to communicate clearly and confidently; to successfully listen, understand and adapt to different audiences; and to negotiate persuasively.

6. Substantial experience in policy development, implementation and evaluation.

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

11/2/20

Date