**Director Policy, Monitoring and Research**

**POSITION: CCYP00036772**

**PS CSA Agreement 2019, Level 8**

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.

**CCYP Values**

We uphold the following values: RESPECT | HONESTY | INCLUSIVITY | CREATIVITY | POSITIVITY | DETERMINATION | INDEPENDENCY | INTEGRITY

**Commitment to Integrity**

It is non-negotiable that the Commissioner for Children and Young People and CCYP staff act in the interest of the Western Australian community, and especially in the interests of children and young people each and every day through the decisions we make, the policies we enact and adhere to, and by the actions we take. It is our intention that our policies and procedures demonstrate how we act in an honest and transparent manner, which forms a basis for our reasoned decision-making effected without bias utilising fair and objective processes.

**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 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. A thorough understanding of the contemporary issues and trends related to children and young people and their wellbeing as well as a knowledge and understanding of Child Safe Standards and the importance of independent monitoring of these standards is required for the position. 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**

Applications will be assessed against the work related requirements (selection criteria) of the position. The business needs of the agency may also be considered. It is therefore recommended that you consider all information contained in the Advertisement and Applicant Information Pack before applying for the vacancy.

**Work Related Requirements**

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 the Commissioner on 6213 2297 (not to be contacted for Applicant Information Pack or assistance with lodging your application).

**Application Instructions**

Interested applicants should submit a five 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 <https://jobs.wa.gov.au>

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.

**All applicants who are offered an interview will need to bring originals of the following documentation to the interview**:

* Identity documents e.g. birth certificate, passport, driver’s license, Medicare card
* Any documentation to substantiate a change of name e.g. marriage certificate
* Documentation to show proof of eligibility to work in Australia if not an Australian resident or citizen
* Qualifications
* Proof of latest appointment

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 – 4.00 pm, 5 March 2020

(20/697)