



JOB DESCRIPTION FORM

COMMISSIONER FOR CHILDREN AND YOUNG PEOPLE

SENIOR POLICY OFFICER – LEVEL 6

POSITION No: 00036785

Classification / Level	Level 6
Award / Agreement	Public Service and Government Officers CSA General Agreement
Organisational Unit	Policy and Research
Physical Location	Commissioner for Children and Young People WA, Subiaco
Nature of appointment	(1.0) FTE

SUPPORTING RELATIONSHIPS

SUPERVISOR

Position Number	CCYP00036786
Position Title	Manager – Wellbeing, Research and Data
Classification / Level	7

SUPERVISES

FTE	Nil
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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.

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 will work within the Wellbeing, Research and Data team which undertakes high level research and data analysis to inform the monitoring and policy development activities of the Commissioner and produce high-quality publications.

The position requires well developed conceptual and analytical skills with experience in, research and data analysis, policy and project development, report-writing in a public policy environment especially when promoting the rights, voices and contributions of children and young people.

The Senior Policy Officer undertakes research including consultation activities with children and young people to enable the Commissioner for Children and Young People to perform the functions under the *Commissioner for Children and Young People Act 2006*.

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

Key Outcomes

- High level of support and advice is provided to the Manager, Wellbeing Research and Data in accordance with the *Commissioner for Children and Young People Act 2006* and CCYP strategic objectives, to meet the needs of all children and young people, but with a particular focus on the needs of Aboriginal and Torres Strait Islander children and young people.
- Research, data analysis and report-writing skills are highly developed to inform decisions and policy formulation.
- Contribute to a positive work environment through excellent teamwork skills.

WORK DESCRIPTION

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

Responsibilities

Research and data analysis to inform policy development particularly as it relates to supporting advocacy and monitoring required to strengthen the wellbeing of WA children and young people.

- Researches, analyses, and synthesises information to inform the monitoring, advocacy and policy initiatives of the Commissioner.
- Undertakes consultation activities with children and young people as required to inform research and policy development.



- Provides 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, as required.
- Contributes to the monitoring and development of performance indicators, measurement systems, methodologies and benchmarks.
- Contributes to the development of CCYP strategic and business plans.
- Contributes to the development of, and manages the implementation and evaluation of, projects.

Working relationships

- Develops and sustains relevant networks and undertakes relevant consultation in the public, private and non-government sectors, and works cooperatively and positively with stakeholders.
- Provides advice and assistance to all team members across the office ensuring a collaborative work ethos and culture is maintained.

Other

- Represents the Commissioner as required.
- Maintains an awareness of issues affecting children and young people with a particular focus on Aboriginal and Torres Strait Islander children and young people.
- Performs other duties when required.

ORGANISATIONAL CONTEXT

This section provides a synopsis of the organisation and its goals.

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

Essential Pre-Employment Requirements

For permanent appointment, 'Permanent resident of Australia' as defined by the Commonwealth Immigration Act must be attained prior to commencement at the applicant's expense. For appointment on a casual or fixed term basis a relevant work visa must be held prior to commencement at the applicant's expense if the applicant does not have Australian citizenship. Employees will be required to provide evidence for a 100 point identification check.

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

WORK RELATED REQUIREMENTS (Selection Criteria)

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 responsibilities and duties of the position, applicants must address all of the work related requirements (selection criteria).

Essential

1. Ability to Think Strategically

The abilities to: research, analyse and synthesise information and data from primary research and consultations to inform strategy and policy. To support a shared purpose and direction; think strategically; harness and use information; and to show judgement, intelligence and common sense when identifying solutions to complex and sensitive issues.

2. Achieve results

The abilities to: identify and use resources wisely; apply and build professional expertise; respond positively to change, while taking responsibility for implementing and evaluating projects. This includes excellent report writing skills and demonstrated use of project management skills to guide and track projects to achieve required results.

3. Communicate and influence effectively to build productive relationships

The abilities to: communicate clearly in all formats; nurture internal and external relationships; listen to, understand and adapt to the needs of others particularly when negotiating and facilitating stakeholder participation including with children and young people; value individual differences and diversity, and to share learning along with supporting others.

4. Exemplifies personal integrity and self-awareness

The abilities to: demonstrate public service professionalism and probity; understand and work to promote and maintain the independence of the office; adopt a positive, committed and balanced approach to work; demonstrate self-awareness; receive and give feedback in a positive manner, and show commitment to personal development.

5. Knowledge and understanding of contemporary issues and trends related to children and young people.

The ability to demonstrate knowledge and understanding of contemporary issues and trends related to children and young people across Western Australia in the context of the *Commissioner for Children and Young People Act 2006*.

Desirable

- 6. A relevant tertiary qualification or commensurate relevant experience.**

CERTIFICATION

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

Jacqueline McGowan-Jones

28 April 2022

Commissioner for Children and Young People WA

Date