

Senior Policy Officer, Strategic Policy, Partnerships and Reform

Department for Child Protection

Nurturing happy, healthy kids so they can grow up safe and reach their full potential.

CLASSIFICATION:	ASO7	DIRECTORATE:	Strategic Policy, Partnerships and Reform
REPORTS TO:	Senior Manager		
ROLES REPORTING TO THIS ROLE:	Nil (subject to change)		

ABOUT THIS ROLE:

The Senior Policy Officer contributes to the development and delivery of strategic projects and partnerships within the Strategic Policy, Partnerships and Reform Directorate of the Department for Child Protection. The role provides high-quality policy and project support across child protection reform initiatives, including cross-agency work and partnerships that enable access to health, education and social inclusion opportunities. Working with a high degree of independence, the role engages stakeholders, analyses complex issues and supports the delivery of priority initiatives. It also prepares briefings, advice and updates for senior stakeholders on progress, risks and emerging issues.

YOU WILL BE ADDING VALUE BY:

1. Leading discrete projects and workstreams, contributing to the design, development and implementation of policy, reform and partnership initiatives.
2. Building and maintaining effective stakeholder relationships, and leading consultation and engagement across government, delivery partners and key interest groups.
3. Supporting cross-agency collaboration and identifying opportunities to strengthen strategic relationships and networks.
4. Providing high-quality advice, briefings and communication materials to inform decision-making.
5. Analysing data, trends and evidence to inform policy, project and partnership outcomes, including contemporary child protection practice.
6. Contributing to data, trends and evidence to inform policy, project and partnership outcomes, including contemporary child protection practice
7. Contributing to project governance, including planning, monitoring delivery, risks and milestones.
8. Interpreting and applying relevant legislation and policy frameworks in the development of advice and materials.
9. Contributing to a collaborative, high-performing team environment and supporting team delivery.
10. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
11. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

YOU WILL WORK WITH:

- Senior Manager (direct line manager)
- Strategic Policy, Partnerships and Reform staff
- Directors and Senior Manager across DCP
- Practitioners across a range of DCP locations
- Government, non-government and peak body organisations

QUALIFICATIONS:

Essential: Nil

Desirable: an appropriate tertiary qualification in a relevant discipline and/or relevant vocational experience and knowledge



YOUR CAPABILITIES:

- Proven ability to work under broad direction and deal with conflicting priorities to achieve objectives and meet deadlines in a challenging and changing environment.
- Excellent writing skills with demonstrated experience in providing concise and comprehensive briefings, reports and advice on complex issues.
- Strong knowledge and understanding of best practice to support Aboriginal and Torres Strait Islander families to ensure safety and wellbeing for children.
- Demonstrated experience in developing complex policy, and in undertaking analysis and research.
- Significant experience in developing and leading partnership initiatives incorporating stakeholder engagement and participation.
- Demonstrated ability to work effectively in a team environment and in a high profile, complex and sensitive work context.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the State Records Act 1997 and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the Children and Young People (Safety) Act 2017, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP’s status as a White Ribbon Accredited Workplace.
- Actively support DCP’s commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the Public Sector Act 2009 and Work Health and Safety Act 2012.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- some intra/interstate travel (including in a small aircraft) including overnight stay may be required.
- Hold a current Australian drivers licence and a willingness to drive is essential.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Senior Manager.

YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT

