

# Principal 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.*

<b>CLASSIFICATION:</b>	<b>AS08</b>	<b>DIRECTORATE:</b>	<b>Strategic Policy, Partnerships and Reform</b>
<b>REPORTS TO:</b>	<b>Senior Manager</b>		
<b>ROLES REPORTING TO THIS ROLE:</b>	<b>Nil (subject to change)</b>		

### ABOUT THIS ROLE:

The Principal Policy Officer leads the development, delivery and evaluation of complex strategic projects and partnerships within the Department for Child Protection (DCP), contributing to improved outcomes for children and young people in care. The role provides leadership and expert advice on child protection reform, including the design and implementation of priority initiatives, systems and policy frameworks. This includes major reform projects, cross-agency work, and the development of partnerships that support access to health, education and social inclusion opportunities.

Working across government and with external partners, the role drives collaboration, manages risk and resolves complex issues to deliver outcomes. It also provides high-quality, timely advice, briefings and updates to the Chief Executive, Deputy Chief Executive and other senior stakeholders on progress, milestones and emerging risks.

### YOU WILL BE ADDING VALUE BY:

1. Leading the development and delivery of complex strategic projects and partnerships to improve outcomes for children and young people in care.
2. Building and managing strategic relationships across government and with external stakeholders to progress reform and partnership priorities.
3. Influencing cross-agency and system-level outcomes through effective stakeholder engagement, negotiation and collaboration.
4. Providing high-quality verbal and written, strategic advice to senior executives on complex and sensitive issues.
5. Overseeing project governance, including scope, delivery, risk and financial management, to ensure effective implementation of priority initiatives.
6. Exercising sound judgement to manage risks, resolve complex issues and drive delivery.
7. Leading and mentoring staff, contributing to a high-performing, collaborative team culture and supporting capability development.
8. 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.
9. 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)
- DCP Executives
- Management and staff within the office and across DCP
- Government, non-government and peak body organisation

### QUALIFICATIONS:

**Essential:** Nil

**Desirable:** Tertiary qualification in business, social science or other relevant discipline



**YOUR CAPABILITIES:**

- Excellent communication skills and experience writing clear and concise briefings, reports, project plans and externally facing communication materials.
- Ability to identify and develop key strategic relationships and partnerships to achieve goals, increase departmental knowledge and create communication channels.
- Proven ability to work under broad direction and deal with conflicting priorities to achieve objectives and meet deadlines in a challenging and changing environment.
- Demonstrated experience of developing complex policy and project management within a human service system context.
- Strong knowledge and understanding of best practice to support Aboriginal and Torres Strait Islander families to ensure safety and wellbeing for children.
- Proven ability to lead consultation processes and effectively engage with a variety of stakeholders.
- Strong leadership and mentoring skills with experience in contributing to the professional development of other team members.
- Demonstrated 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.

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