

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:	ASO6	DIRECTORATE:	Strategic Policy, Partnerships and Reform
REPORTS TO:	Senior Manager		
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Policy Officer supports 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 undertakes research, analysis and coordination activities to support child protection reform initiatives, including cross-agency work and partnerships that enable access to health, education and social inclusion opportunities. Working as part of a team, the role contributes to stakeholder engagement, prepares written materials and supports the effective delivery of priority work.

YOU WILL BE ADDING VALUE BY:

- Supporting the development and delivery of policy, projects and partnership initiatives that improve outcomes for children and young people in care.
- Undertaking research, analysis and environmental scanning to inform policy, project and partnership work, including contemporary child protection practice.
- Preparing briefings, correspondence and other written materials to a high standard and within required timeframes.
- Assisting with stakeholder engagement and coordination across government, delivery partners and key interest groups.
- Supporting project coordination activities, including tracking progress, risks and key deliverables.
- Interpreting and applying relevant legislation and policy frameworks in the development of advice and materials.
- Identifying and escalating risks and issues as appropriate.
- Contributing to an inclusive and culturally responsive approach, including engagement with Aboriginal communities and culturally and linguistically diverse stakeholders.
- Contributing to a positive, collaborative team environment and supporting team delivery.
- 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.
- Contributes 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 Managers 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 experience in the development of project planning, implementation and monitoring.
- Demonstrated experience in providing concise and comprehensive written and verbal briefings and advice on complex issues.
- Proven ability to work under broad direction and deal with conflicting priorities to achieve objectives and meet deadlines.
- Proven ability to identify and deliver strategic and operational outcomes in a sensitive and complex environment.
- Demonstrated ability to work effectively in a team environment and in a high profile, complex and sensitive work context.
- 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.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.

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

