

Team Leader, Briefing Unit

Department for Child Protection

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

CLASSIFICATION:	ASO7	DIRECTORATE:	Office of the Chief Executive
REPORTS TO:	Manager, Correspondence	BUSINESS UNIT:	Briefing Unit
ROLES REPORTING TO THIS ROLE:	Multiple		

ABOUT THIS ROLE:

The Team Leader, Briefing Unit will provide effective management and coordination of briefings and processes for DCP. The work is highly important and meaningful and includes providing high level quality information and practice advice regarding DCP business to senior Executive, management, and Minister(s) and maintaining constructive working relationships across Government. The role is required to identify practice quality issues in partnership with senior management and identify possible strategies for resolution and undertake and complete high level complex Executive and Ministerial communication. The Team Leader provides leadership and direction to staff within the Briefing Unit.

YOU WILL BE ADDING VALUE BY:

1. Liaise and prepare briefings and other correspondence for Executive and Ministerial staff on key issues on behalf of DCP.
2. Work collaboratively with the Minister's Office, DCP Executive and staff to ensure the timely and accurate provision of information and briefing responses.
3. Provide appropriate, timely and relevant responses, comments and advice on matters of interest, including media issues and critical incidents.
4. Develop and provide approved formats and protocols to Directors and Departmental officers for the full range of briefings and responses.
5. Apply judgement and knowledge of the work area and Departmental functions together with analysis of relevant policy in preparing replies to ministerial correspondence.
6. Establish and maintain appropriate technological and administrative systems to support the ministerial processes.
7. Undertake high level liaison and consultation with Departmental staff, the Minister's Office, other Government agencies including the Office of the Premier and Cabinet, external individuals and other organisations as required.
8. Implement and review quality standards and monitor processes to support the strategic co-ordination of the Ministerial relations functions.
9. Analyse issues and determine the effective management of complex and politically sensitive matters that have been raised by the Minister, the Department, Government agencies, key stakeholders and other external organisations and provide appropriate responses.
10. Conduct complex research and analysis, providing expert advice into developments arising from the policies and priorities of Government, DCP and key central government agencies.
11. Lead, manage, supervise and monitor workloads of staff within the Briefing Unit.
12. Provide effective leadership, clear direction, supervision and co-ordination to staff regarding the design and delivery of Ministerial Liaison services in the pursuit of high-quality outcomes.
13. Develop and implement continuous improvement strategies in conjunction with the team.
14. Undertaking any other duties and responsibilities as considered reasonable.

WHO YOU WILL WORK WITH:

- Manager, Correspondence (direct line manager)
- Briefing Unit staff
- DCP Executives and staff across DCP
- Office of the Chief Executive staff
- Manager of the Minister's Office and staff
- Other government and non-government organisations

QUALIFICATIONS:

Essential: Nil

Desirable: Experience in Social Work or an appropriate Allied Health Professional degree or equivalent qualification.



YOUR CAPABILITIES:

- Ability to analyse major and complex issues related to Child Protection and Guardianship matters, and conceive and devise solutions, often within tight time frames in a high-pressure work environment where priorities are constantly changing.
- Ability to effectively liaise, collaborate and negotiate with senior Executives, relevant government and non-government organisations at the state level.
- Ability to research, develop and co-ordinate high quality briefings and policy documents across a range of areas in a broad portfolio.
- Knowledge of the structure and processes of government, including those related to Parliament.
- Demonstrated experience in the use of computerised software applications and appropriate and relevant records management systems.
- 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.
- A flexible approach to taking leave and some out of hours work may be required.

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: 16 February 2024



Government of South Australia
Department for Child Protection