



# Role Description

<b>Role title:</b>	<b>Classification:</b>
Director, Screening Unit and Registrar, Central Assessment Unit	SAES Level 1
<b>Division/Business unit:</b>	<b>Reports to:</b>
Inclusion, Supports and Safeguarding/ Screening	Deputy Chief Executive

<b>Role purpose:</b>
<p>The Director, Screening Unit is a role within Inclusion, Supports and Safeguarding and is accountable to the Deputy Chief Executive for:</p> <ul style="list-style-type: none"> <li>• Providing leadership and strategic direction for the Screening Unit, including the development and review of appropriate administrative decision-making guidelines and practices.</li> <li>• Fulfilling the role of Registrar, Central Assessment Unit, outlined in S22 of the Child Safety (Prohibited Persons) Act 2016.</li> <li>• Leading, developing and reviewing strategic, business and resource plans to support achievement of legislative requirements and organisational objectives and deliver exceptional customer service.</li> <li>• Providing high level advice and consultancy to the Minister, Chief Executive and Deputy Chief Executive and participating in whole of government co-ordination and policy development initiatives.</li> </ul>

<b>Key outcomes and accountabilities:</b>
<ol style="list-style-type: none"> <li>1. Influence and lead the strategic direction of the screening and monitoring function in the Department to provide consistent criminal history assessments and legally defensible decision making for the Department.</li> <li>2. Manage contractual agreements for employment screening services by the Screening Unit and its Customer Agencies, both state public sector and non-government organisations.</li> <li>3. Lead the development, implementation and continuous improvement of business systems and processes, with respect to contract formulations and compliance monitoring, including initiatives specific to organisational changes within the Screening Unit.</li> <li>4. Drive the identification, development and maintenance of strong and robust governance, compliance, accountability and risk management systems across the Screening Unit.</li> <li>5. Develop and implement internal control systems and auditing processes for effective risk management; particularly in regard to information security.</li> <li>6. Lead the implementation of policy and practice to support legislative obligations.</li> <li>7. Provide effective employment practices which provide for the duty of care and safety of our clients and staff.</li> <li>8. Develop and maintain effective partnerships within the Executive Leadership Team and key external stakeholders within other government and non-government agencies.</li> </ol> <p><i>Note: 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.</i></p>

<b>Special conditions:</b>
<p>Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.</p> <ul style="list-style-type: none"> <li>• Intra and interstate travel involving overnight absences.</li> </ul>

**Key Relationships/Interactions:**

- Deputy Chief Executive (line manager)
- Chief Executive, DHS Executive Leadership Team and Senior leaders in DHS
- CrimTrac Agency
- South Australia Police
- Other government and non-government agencies
- Senior officers across state government agencies and related organisation in other Australian jurisdictions
- Stakeholders and Clients of the Screening Unit

**Budget/Delegations:**

Human Resources Delegations Level 3  
Financial Authorisation Level 2

**DHS expectations and values: (Organisational contribution)**

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds, as well as engaging in learning about other cultures to better establish relationships and improve services.

**Role specific capabilities: (Skills, experience, knowledge, attributes)**

1. **Strategic Leadership** – Ability to identify strategic goals and provide high level confidential advice, direction and influential leadership to the whole of the Department to achieve outcomes in line with organisational objectives and government strategic objectives to support legislative requirements.
2. **Accountability and Decision Making** – Ability to make sound administrative decisions and put in place processes, systems, policies, procedures and training to ensure consistency of decision-making across the Screening Unit.
3. **Management Experience** – Demonstrated Executive leadership capability with experience in influencing organisational performance and effectiveness through analysing and planning for future organisational needs; and leading cultural and organisational change in a proactive and strategic manner.
4. **Relationships and Partnerships** – Proven ability to develop and maintain strong and meaningful strategic networks to negotiate and influence, and to develop and maintain productive working relationships with all levels of government, agencies, client and community groups.
5. **Risk Management Experience** – Ability to identify and manage strategic risk through effective mitigation and prevention.
6. **Service Planning Experience** – Experience in service planning methods and project management of complex projects, and utilising problem solving, negotiation, analytical and conceptual skills.
7. **Strategic Policy and Resource Management** – Experience in managing the development of strategic policy and management of resources according to organisational priorities and legislative obligations.

**Qualifications:**

**Essential:** Tertiary qualification in law, criminal justice, child protection, psychology, or other relevant qualification.

**Key leadership competencies and expected behaviours at this classification:****Shapes Strategic thinking and change leadership**

- Creates a shared vision and mission for the BU/organisation.
- Inspires and influences others to assume ownership of organisational goals.
- Displays strategic thinking and planning to ensure the organisation moves towards its vision.
- Develops and oversees the implementation of change initiatives in a sometimes uncertain environment.
- Identifies and analyses problems, generates and evaluates alternative solutions and makes recommendations.

**Achieves organisational results**

- Drives for results while maintaining a focus on the BU and/or organisations strategic goals.
- Ensures priorities are clearly linked to both short term and long-term organisational objectives.
- Makes well informed, effective and timely decisions even when information is incomplete and ambiguous.
- Abides by the laws, regulations and policies determining public sector activities.
- Holds self and others accountable for own actions and for achieving quality, timely and transparent outcomes.
- Monitors the performance of the BU/organisation and seeks continuous improvement including a best practice approach to health, safety and wellbeing.
- Integrates technical expertise into the organisation to improve overall performance and delivery of organisational outcomes.

**Drives organisational excellence**

- Influence the success of outcomes by maximising organisational effectiveness, performance and sustainability.
- Anticipates and plans for future events, trends, problems and opportunities.
- Develops the ability of others to effectively perform and contribute to the organisation by providing ongoing feedback, coaching and opportunities for development and growth.
- Builds and manages the capability and expertise of the workforce to achieve organisational goals.
- Anticipates and meets the need of both internal and external clients. Delivers high quality goods and/or services.
- Carefully manages internal and external resources to ensure they are used efficiently to meet organisational objectives and the SA public sector strategic agenda.

**Forges relationships and engages others**

- Identifies the internal and external politics that impact the organisation. Has a clear perception of the political context and reality and acts accordingly.
- Approaches negotiations with a strong grasp of key issues and presents a convincing and balanced rationale.
- Identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.
- Manages and resolves conflicts and disagreements in a constructive manner. Encourages creative tension and differences of opinion.
- Gathers knowledge and shares information from a variety of sources, explores new ideas and different viewpoints, and promotes this culture throughout the organisation.
- Builds effective working relationships, networks and partnerships with internal and external individuals at all levels.
- Actively listens to others and responds in a clear, concise and diplomatic manner. Adapts communication style as appropriate.

**Exemplifies personal drive and professionalism**

- Models and promotes appropriate social, ethical and organisational standards in all interactions.
- Provides frank and fearless advice, and is prepared to make tough decisions to achieve desired outcomes.
- Demonstrates resilience in responding to changing directions. Modifies approach, processes and procedures either to fit a specific situation or in response to a changing organisational climate.
- Engages in regular critical reflection on feedback and experiences in the workplace and acts on these to facilitate professional growth.
- Capitalises on the positive benefits that can be gained from diversity. Uses understanding of differences to enhance the operation of the organisation.
- Values the health, safety and wellbeing of self and others by managing stress levels and work-life balance.

Approval:		
Assessed by: Madeline Yee, Lead HR Business Partner		Date: 19/02/2024
Approved by: Ruth Ambler, Deputy Chief Executive		Date: 20/02/2024