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| **Cluster** | Stronger Communities  |
| **Department** | Department of Communities and Justice |
| **Division/Branch/Unit** | Courts, Tribunals & Service Delivery / Coroners Court |
| **Location** | Sydney |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Role Number** | 33700029 |
| **ANZSCO Code** | 224113 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | 21 July 2016 | **Ref: CATS0031** |
| **Agency Website** | www.dcj.nsw.gov.au |

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

# Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

# DVDRT overview

The Domestic Violence Death Review Team (DVDRT) was established in 2010 under the Coroners Act 2009 (NSW) to systematically review deaths occurring in the context of domestic violence in New South Wales.

The DVDRT is a multi-agency committee that undertakes comprehensive analysis of deaths occurring in a context of domestic violence to identify trends and patterns, highlight limitations or weaknesses in service delivery and make recommendations to rectify such limitations.

# Primary purpose of the role

The Research Analyst DVDRT is responsible for working in partnership with the Manager in the day to day operation of the DVDRT to contribute to the prevention of domestic violence deaths in NSW and to enhance awareness and understanding about domestic violence and associated issues.

# Key accountabilities

1. Undertake high level quantitative and qualitative research and analysis in relation to domestic violence deaths to identify key themes, trends and issues to examine and contribute to awareness of domestic violence deaths.
2. Develop and maintain a comprehensive database of domestic violence deaths in NSW ensuring high levels of data accuracy and integrity to facilitate detailed analysis of available information and data to inform recommendations.
3. Assist in the development of submissions, recommendations and research papers for the DVDRT to support the legislative objectives of the DVDRT team.
4. Contribute to efficiency activities within the domestic violence context including system improvement to better address the needs of domestic violence victims and abusers and to understand the broader dynamics and issues around domestic violence in the community.
5. Liaison with a broad range of stakeholders including members of the public, professional bodies, community representatives and other public sector agencies and departments to inform research and analysis in relation to domestic violence deaths.

# Key challenges

* Operating within a complex, demanding and sensitive environment whilst ensuring, maintaining and embedding a culture of the highest level of confidentiality within work practices.
* Developing insightful recommendations and conclusions from available information and analyses and insight to facilitate effective decision making and policy review.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager, DVDRT | Seeks guidance and advice |
| Manager, Coronial Services | Seeks guidance and advice  |
| State Coroner | Consult and seek information and advice to clarify issues and situations. Escalate issues as required. |
| Courts and Tribunal Services, Department of Communities & Justice  | Provide administrative support as required. |
| Administrative Assistant | Works collaboratively. Provides leadership, guidance, advice and support and shares information. |
| **External** |  |
| Members of the public, medical practitioners, social workers, teachers | Liaise with medical practitioners, teachers, social workers and members of the community in the course of conducting investigations. |
| Community representatives | Liaise with community representatives who form part of the DVDRT. |
| Other public sector agencies / departments | Clarify or seek information  |

# Role dimensions

## Decision making

The DVDRT Research Analyst is responsible for the design and implementation of the DVDRT’s quantitative and qualitative research agenda. This includes: developing and implementing research protocols; undertaking high level critical analyses of domestic violence death data; drafting high level reports and publications; disseminating findings through conferences and other public for a; and consultation with key stakeholders.

The role works closely with the Manager across all aspects of the day to day operation of the DVDRT to develop recommendations as to legislation, policies, practices and services for implementation by government and non-government agencies and the community which prevent or reduce the likelihood of domestic violence related deaths.

## Reporting line

The role reports to the DVDRT Manager

## Direct reports

The role has no direct reports

## Budget/Expenditure

Nil

# Key knowledge and experience

* Extensive knowledge and understanding of relevant legislation, public sector policies, procedures and guidelines relevant to the role.

# Essential requirements

* Tertiary qualifications in law/social science and/or equivalent experience in a relevant profession such as legal research or policy.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
| Personal Attributes logo | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | * Be flexible, show initiative and respond quickly when situations change
* Give frank and honest feedback and advice
* Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately
* Raise and work through challenging issues and seek alternatives
* Remain composed and calm under pressure and in challenging situations
 | Adept |
| Personal Attributes logo | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | * Represent the organisation in an honest, ethical and professional way and encourage others to do so
* Act professionally and support a culture of integrity
* Identify and explain ethical issues and set an example for others to follow
* Ensure that others are aware of and understand the legislation and policy framework within which they operate
* Act to prevent and report misconduct and illegal and inappropriate behaviour
 | Adept |
| Relationships logo  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Focus on key points and speak in plain English
* Clearly explain and present ideas and arguments
* Listen to others to gain an understanding and ask appropriate, respectful questions
* Promote the use of inclusive language and assist others to adjust where necessary
* Monitor own and others’ non-verbal cues and adapt where necessary
* Write and prepare material that is well structured and easy to follow
* Communicate routine technical information clearly
 | Intermediate |
| Results logo | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work
* Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
* Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
* Ensure current work plans and activities support and are consistent with organisational change initiatives
* Evaluate outcomes and adjust future plans accordingly
 | Adept |
| Results logo | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | * Research and apply critical- thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
* Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
* Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
* Seek contributions and ideas from people with diverse backgrounds and experience
* Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
* Identify and share business process improvements to enhance effectiveness
 | Adept |
| Business Enablers logo | **Project Management**Understand and apply effective planning, coordination and control methods | * Perform basic research and analysis to inform and support the achievement of project deliverables
* Contribute to developing project documentation and resource estimates
* Contribute to reviews of progress, outcomes and future improvements
* Identify and escalate possible variances from project plans
 | Intermediate |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
| --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level**  |
| Personal Attributes logo |  |  |  |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| Relationships logo  |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| Results logo |  |  |  |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| Business Enablers logo |  |  |  |
| Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |