# Youth Consult for Change

# Role Description -Consultant

## 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.

## Primary purpose of the role

Youth Consult for Change is a consultancy group made up of young people (consultants) aged between 16 and 21 who have experience in OOHC. Its purpose is for consultants to use their experiences and knowledge to provide consultation that supports the Department of Communities and Justice (DCJ) to continue to improve the services and support offered to children and young people in out of home care.

## Key accountabilities

Consultants commit to participating in the Youth Consult for Change program throughout their two-year tenure. This includes:

* participating in at least nine of the eleven monthly Youth Consult for Change sessions every calendar year
* participating in out of session consultations as often as possible
* responding to emails from fellow consultants and from Youth Consult for Change Coordinators within a reasonable timeframe
* attending events and speak to DCJ and sector staff to contribute to staff development and learning
* consenting for DCJ staff to use feedback provided in consultations to inform their work
* participating in a one day workshop to learn about the consultant role.

## Key challenges

* Providing consultations with multiple stakeholders on complex and sensitive projects, policies and practice advice.
* Meeting project deadlines and budgets in line with agreed standards and milestones.

## Key relationships

|  |  |
| --- | --- |
| Who | Why |
| **Internal** |  |
| DCJ policy and practice staff | Provide high level consultations to support project and practice development within DCJ. |
| Other Youth Consult for Change Consultants  | Collaborate on the provision of high level consultations to influence the child protection and out of home care systems within DCJ. |
| **External** |  |
| Other agencies and community | Provide high level consultations to support project and practice development within external agencies who work alongside DCJ to support children and families in NSW’s child protection and out of home care. |

## Role dimensions

## Decision making

Consultants have autonomy in decision making regarding what recommendations are made for those consulting with them.

## Reporting line

The role reports to the Youth Consult for Change Coordinator.

## Direct reports

Nil

## Budget/Expenditure

Nil

##

## Key knowledge and experience

* Consultants must be between the ages of 16 and 21 at the time of applying for the role.

## Essential requirements

* Consultants must have experience in Out of Home Care
* Consultants must be willing to work within the Youth Consult for Change Code of Conduct.
* Consultants must be willing to consent to others using their recommendations for the purpose of improving the child protection and out of home care system.

Appointment to the Consultant role, for those over 18 years, is 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) (<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.

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| --- | --- | --- | --- | --- |
| FOCUS CAPABILITIES |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
| Personal Attributes logo | **Display Resilience and Courage**Be open and honest,prepared to expressyour views, and willingto accept and commit to change | * Be open to new ideas and approaches
* Offer own opinion, ask questions and make suggestions
* Adapt well to new situations
* Do not give up easily when problems arise
* Remain calm in challenging situations
 | Foundational |
| Relationships logo  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Speak at the right pace and volume for diverse audiences
* Allow others time to speak
* Listen and ask questions to check understanding
* Explain things clearly using inclusive language
* Be aware of own body language and facial expressions
* Write in a way that is logical and easy to follow
* Use various communication channels to obtain and share information
 | Foundational |
| Relationships logo  | **Work Collaboratively**Collaborate with others and value their contribution | * Work as a supportive and cooperative team member, sharing information and acknowledging others’ efforts
* Respond to others who need clarification or guidance on the job
* Step in to help others when workloads are high
* Keep the team and supervisor informed of work tasks
* Use appropriate approaches, including digital technologies, to share information and collaborate with others
 | Foundational |
| Relationships logo  | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | * Use facts to support claims
* Help to find solutions that contribute to positive outcomes
* Contribute to resolving differences with other staff or stakeholders
* Respond to conflict without worsening the situation and refer to a supervisor where appropriate
* Know when to withdraw from a conflict situation
 | Foundational |
| Results logo | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Plan and coordinate allocated activities
* Re-prioritise own work activities on a regular basis to achieve set goals
* Contribute to the development of team work plans and goal setting
* Understand team objectives and how own work relates to achieving these
 | Foundational |