**Disclaimer:** *In accordance with the principles outlined under section 3(c) of the* [*2020 Guidance on Caretaker Conventions*](https://www.legislation.act.gov.au/View/a/2008-19/current/PDF/2008-19.PDF)*, candidates should be shortlisted and decided by the incoming government.*

# Position Description

## About the ACT Child and Young People Death Review Committee

The ACT Children and Young People Death Review Committee (CYPDRC) is established under *the Children and Young People ACT 2008* (the Act). The Act can be located on the ACT legislation register [www.act.legislation.act.gov.au](http://www.act.legislation.act.gov.au)

The CYPDRC meets four times a year and has the following functions:

(a) to keep a register of deaths of children and young people under part 19A.3;

(b) to identify patterns and trends in relation to the deaths of children and young people;

(c) to undertake research that aims to help prevent or reduce the likelihood of the death of children and young people;

(d) to identify areas requiring further research, by the committee or another entity, that arise from the identified patterns and trends in relation to the deaths of children and young people;

(e) to make recommendations about legislation, policies, practices and services for implementation by the Territory and non-government bodies to help prevent or reduce the likelihood of the death of children and young people;

(f) to monitor the implementation of the committee’s recommendations;

(g) to report to the Minister under part 19A.4;

(h) any other function given to the committee under this chapter.

(2) The CYP death review committee has no function in relation to reviewing the cause of death of a particular child or young person.

For further information please see the CYPDRC Information Guide.

## Expectations of Committee Members

* Attend and actively participate in a minimum of 75 per cent of CYPDRC meetings as well as any subcommittee or out of session meetings held during the year.
* Participate on a sub-committee of the CYPDRC.
* Develop a full understanding of the CYPDRC’s functions, strategic context and legal framework.
* Act in good faith in the best interests of the CYPDRC at all times.
* Act with the degree of care and diligence that a reasonable person might be expected to show in the role, and do not improperly use the position, or the information gained in the course of the role, to gain an advantage for themselves or someone else to the detriment of the organisation.
* Adhere to the CYPDRC code of conduct including bringing any actual or potential conflict of interest or any perceived conflict of interest to the attention of the chairperson of the CYPDRC.
* Undertake identified and agreed training and development in order to fully discharge their responsibilities.
* Consistently model and demonstrate the ACT Government Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate’s Work, Health and Safety policies, procedures and roles and responsibilities.

## General attributes required of Committee Members

Committee members are expected to demonstrate:

* Integrity and accountability – dedication to fulfilling a members duties and responsibilities, putting the CYPDRC interests before personal interests and acting ethically
* Effective teamwork – the ability to work well in a group, listen well, be open to different views, be tactful but able to communicate a point of view frankly
* Confidence to provide constructive challenge and oversight - the curiosity to ask questions and the courage to persist in asking, and to challenge management and fellow Committee members where necessary
* Sensitivity - to the difficult and sometimes distressing confidential information provided to the CYPDRC about the deaths of children and young people

## Minimum competencies required of all Committee Members

All Committee members are required to have:

* Sufficient legal literacy to understand the CYPDRC’s primary obligations under its constituting legislation
* Sufficient governance skills to understand the role of the CYPDRC and the accountability mechanisms for the CYPDRC, including the CYPDRC’s ultimate accountability to the Minister for Disability, Children and Youth.

# Selection Criteria

In addition to the required attributes and competencies outlined above, the following selection criteria are required to be addressed as part of the expression of interest submitted by interested candidates.

1) Possession of demonstrable expertise or qualifications and continuing high levels of performance in your field of endeavour in relation to one or more of the following disciplines is required:

* psychology;
* paediatrics;
* epidemiology;
* public health administration;
* engineering and child safety products or systems;
* working with Aboriginal and Torres Strait Islander children and young people;
* social work;
* investigations;
* mental health;
* child protection; or
* has other qualifications, experience or expertise, or membership of an organisation, relevant to exercising the functions of a committee member.

2) Focuses strategically, takes a broader policy context about issues surrounding the delivery and planning of public health and/or community services, including to those marginalised or disadvantaged in the community such as Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse families and people with a disability.

3) Ability to objectively use and interpret complex information and data – understanding the need for information on which to base decisions and the ability to use it to get to the crux of the issue quickly.

How to apply

To apply, applicants are asked to submit an expression of interest (maximum four A4 pages) detailing their qualifications, experience and expertise against the selection criteria, a current Curriculum Vitae and one current written reference. References are not required for current Committee members wishing to reapply. Selection may be based on application and referee reports only. A copy of the selection documentation is available on the CYPDRC website <https://www.childdeathcommittee.act.gov.au>.

Expressions of interest are to be sent to: [ChildDeathCommittee@act.gov.au](mailto:ChildDeathCommittee@act.gov.au)

Information can be obtained from **Will Constantine** at the above email address

Applications close on **5 October 2020**

**Note:** all candidates must also meet suitability requirements

Suitability Information

The appointment of individuals, including the reappointment of any current Committee members, to the CYPDRC is subject to the Minister being satisfied that the person is suitable to be a member of the CYPDRC. The Minister must consider suitability information in section 65 (1) of the *Children and Young People Act 2008.*

In accordance with government policy, a successful appointee will be asked to complete:

* Statutory Declaration concerning convictions or findings of guilt;
* A criminal National Police Record check by CrimTrac;
* Code of Conduct Statement;
* Conflict of interest statement.