



Position Description

Position Title	Director Family Law Services
Department	Family Law Services
Location	South
Classification	Contract, to be negotiated

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. Our vision is for all Tasmanians to enjoy positive, respectful and fulfilling relationships. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to serve
- In it together
- People matter
- Looking forward

Position Summary

Family Law Services aim to provide support for families who are separated, separating or in dispute to improve their relationships and make arrangements in the best interests of their children. Family Law Services have a particular role to help families with complex needs.

The Director Family Law Services is responsible for developing, managing and leading quality service delivery across the Family Law Services and Client Intake portfolios.

As part of the Relationships Australia Tasmania CEO Leadership Group, the Director Family Law Services will make a significant contribution to the strategic direction of the organisation and is expected to work with the Leadership Group and management team to drive change and foster a focused team of professionals committed to excellence.

Key Areas of Responsibility

- Provide strategic direction and positive leadership in the management of Family Law Services, fostering a client-centred approach to decision-making
- In collaboration with the Leadership Group, make a significant contribution to strategic planning, quality accreditation, policy development, workforce planning and budget



development processes for the organisation and communicate key strategic objectives to the management team and program staff

- Provide leadership and management support to program managers, including setting performance goals, and managing and developing performance across the Family Law Services portfolio
- Identify and develop new program opportunities for Family Law Services, diversifying and designing services to match community need and expanding the organisation’s revenue base for future sustainability
- Represent and promote Relationships Australia Tasmania and its policy positions at industry forums and networking events, work to influence policy directions in the community sector, contribute to government consultation meetings and processes
- Represent and promote Relationships Australia Tasmania and its services in the wider community to encourage awareness and understanding of issues affecting families and those in relationships
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

Supervisor	Chief Operating Officer
Direct Report(s)	Manager- Community Development and Client Services Manager - Family & Community Service North/North-West Manager – Family & Community Service South
Other(s)	RA Tas staff, clients and external stakeholders

Extent of Authority

The Director Family Law Services is responsible for directing and overseeing the effective management of the operations within the Family Law Services, Client Intake and Suicide Prevention portfolios. The RA Tas Financial Policies and Procedures outline the full extent and limitations of delegations that apply to this position.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation’s Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines

Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Tertiary level qualifications in an appropriate field and/or an equivalent combination of relevant experience, education and training
2. Demonstrated extensive leadership, staff engagement, team development and change management skills with the ability to manage a range of diverse projects and issues
3. Demonstrated knowledge and experience in effectively managing a community based organisation and/or large program with demonstrated skills in operational management of its people, financial, and other resources, including extensive stakeholder relations and contract management
4. High level research, strategic and conceptual skills and experience in developing strategic direction
5. Outstanding interpersonal, verbal and written communication skills with the ability to represent and negotiate on behalf of the organisation and communicate policy positions and maintain effective networks with other service providers and stakeholders in the community
6. Demonstrated knowledge of, or the ability to rapidly acquire a comprehensive understanding, of Family Law issues and family law policy environments as well as the capacity to anticipate and respond effectively to changes in the legislative environment
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

8. Demonstrated knowledge, skills and experience working in the not for profit sector
9. Demonstrated knowledge and experience in working with families in a clinical, legal or support setting
10. Current drivers licence

Special Requirements

- The Tasmanian Government has issued a Public Health Direction in relation to people working in health care settings. As such this role requires the successful candidate to be compliant with the direction either by being vaccinated against COVID-19, or to possess a medical exemption from vaccination.
- Appointment to this position will be subject to a current and satisfactory National Police Check and Working with Children Registration
- Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.
- Intrastate and interstate travel may be required in the position

Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

Approval

Jules Carroll

Acting CEO January 2022

Ideally a Position Description should be reviewed and updated as often as necessary.