

**Position Statement**

Title: Panel Member (four positions)

Division/Branch: Suitability Panel

Work Location: Level 5, 2 Lonsdale Street, Melbourne

Employment Type: Sessional

Position reports to: Chairperson, Suitability Panel

Closing Date & time: **Sunday 25 April 2021**

**Organisational Environment**

The Suitability Panel (the Panel) is established under the *Children, Youth and Families Act 2005* (the Act), The Panel conducts hearings and makes findings as to whether or not an out-of-home carer who is alleged to have sexually or physically abused a child in their care should be disqualified from being a carer. The Panel also determines applications for reinstatement by carers who the Panel has disqualified.

**Commitment to Diversity**

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community. We encourage applications from people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse and intersex people. We will provide adjustments to the recruitment process upon request and consider requests for flexible working arrangements.

**Panel Members - General**

Suitability Panel members will be chosen from a variety of disciplines as set out in the Act namely people with qualifications and experience in law, social work, psychology and the treatment of sex offenders and other relevant disciplines. They will bring specialised expertise to its statutory functions including the decision-making process.

**Duties**

* Participate in hearings as a member of a three-person Panel
* Contribute to the decision-making process and undertake the drafting of decisions as required
* Commit the necessary time to satisfactorily discharge the duties of the position
* Attend member meetings as required
* Attend training and professional development as required
* Assist in the development of Panel procedures and policy

**Key Selection Criteria**

1. **Knowledge and technical skills**

* Knowledge of the *Children, Youth and Families Act 2005*
* An understanding of the rules of natural justice and their relevance to the conduct of hearings and decision making
* Knowledge of the Victorian Charter of Human Rights and Responsibilities and an understanding of its relevance to hearing procedures and decision making

1. **Sound judgment**

* Experience as a decision maker as member of a Tribunal or similar body
* Demonstrate an understanding of Tribunal processes including the conduct of hearings
* Experience in assessing evidence and credibility of witnesses
* Appreciation of the need for quality and consistency in decision making
* High level analytical skills

1. **Knowledge of out-of-home care**
   * Demonstrate an understanding of the out-of-home care sector particularly relating to foster carers and residential care workers
   * Demonstrate an understanding of the impact of trauma on children and young people in out-of-home care and its impact on children and young people participating in a Tribunal hearing
2. **Superior oral and written communication Skills**

* The ability to clearly and appropriately communicate complex and sensitive matters orally or in writing
* Computer literacy and the ability to participate in hearings and meetings in an on-line environment.

1. **Professionalism and integrity**

* Participate effectively in hearings as a member of a Panel
* Deal with difficult situations sensitively
* Exhibit integrity and impartial judgement
* Exhibit awareness of one’s own performance and preparedness to seek feedback and further training
* Display efficiency and timeliness in the exercise of duties

1. **Time commitment**

* The ability to commit sufficient time to discharge the duties expected of Panel members
* A commitment to be available for up to four hearings a year, involving up to 3 to 4 days per hearing including preparation and decision writing where required
* Availability to attend hearings in country Victoria, which may require an overnight stay

1. **Qualifications**

* Qualifications and experience in a relevant discipline namely, social work, psychology, law, the treatment of sex offenders or in another relevant discipline required for the Panel to perform its functions.

**Conditions:**

* Members will be appointed on a sessional basis. The number of sittings for sessional members is dependent on the number of matters before the Panel. The Chairperson of the Panel allocates members to cases.
* The positions are for a term of three years and members are eligible for reappointment.
* Appointment will be subject to a satisfactory Police, Australian Securities and Investment Commission and Australian Financial Securities Authority insolvency checks.
* Remuneration will be in accordance with the *Appointment and Remuneration Guidelines.* The Suitability Panel is a Group B organisation as stated in Schedule A of the guidelines. The guidelines can be found at <https://www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines>.
* The current sessional payment is $554 per day. This payment is inclusive of all reading and preparation time.

**How to Apply:**

Applications must be submitted online at Getonboard.vic.gov.au. Applicants are required to attach a cover letter, response to the key selection criteria and a resume. There is provision in the online application process for applicants to upload these documents.

It is anticipated that interviews for Panel members will be held in mid May 2021

**The closing date for applications is midnight, Sunday 25 April 2021**

For further information go to Getonboard.vic.gov.au, [www.suitabilitypanel.vic.gov.au](http://www.suitabilitypanel.vic.gov.au) or contact Julie Paxton at [julie.paxton@suitabilitypanel.vic.gov.au](mailto:julie.paxton@suitabilitypanel.vic.gov.au) or on 0407 557 930.