Information Package Intermediaries Panel Member

Child Abuse Royal Commission Response Unit

The Department of Justice is seeking expressions of interest from individuals in the north and northwest region of Tasmania who wish to be considered for registration as an approved Witness Intermediary on the Intermediaries Panel.

The Tasmanian Witness Intermediary Scheme Pilot provides an exciting new opportunity for appropriately qualified professionals to utilise their skills in the criminal justice system.

# Role of the Panel Members

Panel members are appointed by the Secretary of Justice after selection and the successful completion of Witness Intermediary training.

Panel members are appointed on a sessional basis to provide expert advice and information to police, legal practitioners and courts. The Witness Intermediary will identify a witness’s communication capacity and provide advice on special measures to assist the witness to provide complete, coherent and accurate evidence.

Panel members are appointed on the basis of their: clinical expertise; personal integrity and accountability; their oral and written communication skills; and their capacity to undertake an active role in the criminal justice process by:

* assessing a vulnerable witness’s communication needs and providing oral or written advice to the police about how to best communicate with a vulnerable witness;
* preparing written reports for the courts that provide information about a witness’s comprehension and communication capacities; including the nature and form of questioning, and the use of special measures; and
* participating in the pre-trial and trial process.

# Organisational Environment

The Child Abuse Royal Commission Response Unit is responsible for the implementation of the Tasmanian Government’s response to the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, including working with the Australian Government on national initiatives, such as the development of a National Strategy to Prevent Child Sexual Abuse, and a National Framework for Child Safety.

The Child Abuse Royal Commission Response Unit is responsible for a number of Tasmanian Government projects, including:

* Tasmania’s role as a participating institution under the National Redress Scheme for Institutional Child Sexual Abuse;
* the development of Tasmania’s Child Safe Organisations framework; and
* the Witness Intermediary Scheme Pilot.

More information about the Child Abuse Royal Commission Response Unit can be found on the Department of Justice [website](https://www.justice.tas.gov.au/).

# Eligibility requirements

Candidates with the following qualifications and experience are eligible to apply to be appointed as members of the Intermediaries Panel:

* Speech pathologists,
* Psychologists,
* Occupational therapists,
* Social workers, or
* Other people with qualifications or appropriate skills in working with children or people with communication needs.

Candidates are required to:

* Have a minimum of 3 years’ experience working with children or vulnerable people with communication and/or developmental needs; OR
* Have extensive experience working with children and/or vulnerable adults to facilitate communication; OR
* Have extensive experience working with people with mental health problems or people with complex trauma needs.

Applicants from the private, non-government and public sectors are encouraged to apply. Employees of the Tasmanian Health Service and other areas of the Tasmanian State Service may be eligible to act in the role of an intermediary as part of, or in addition to, their normal duties. Contact us for more information on eligibility.

# Location

Intermediaries are being sought across the north and northwest region of Tasmania. It is anticipated that intermediaries will be utilised in the area closest to where they reside but there may be instances where travel to different regions is required.

# Selection Criteria for Panel Members

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development:

1. Demonstrated specific and/or general competencies working in at least one of the following areas: child development, speech and language difficulties, intellectual disability, acquired brain injury, physical disabilities, developmental disorders, mental health issues, complex trauma or other communication needs;
2. Demonstrated expertise in the assessment of communication capacity in children and/or vulnerable adults;
3. A detailed knowledge and understanding of the nature and impact of trauma (or the ability to quickly acquire such knowledge and understanding);
4. Demonstrated high level communication skills including the capacity to provide clear and concise written and verbal advice to specialists and non-specialists, and the ability to engage in effective and positive interactions with a broad cross-section of people, including legal professionals;
5. Demonstrated sound judgment and the appropriate exercise of discretion; and
6. High levels of personal integrity and the promotion of high standards of behaviour.

# Eligibility for Appointment

Panel Members must satisfy a pre-employment check before appointment to the Intermediaries Panel.

Persons nominated for the Intermediaries Panel must be registered or eligible for registration to work with vulnerable people and satisfy a pre-employment check before taking up the appointment.

The following checks are to be conducted:

1. Pre-employment checks

* Arson and fire setting
* Violent crimes and crimes against the person
* Sex-related offences
* Drug and alcohol related offences
* Crimes involving dishonesty
* Crimes involving deception
* Making false declarations
* Malicious damage and destruction to property
* Serious traffic offences
* Crimes against public order or relating to the Administration of Law and Justice
* Crimes against Executive or the Legislative Power
* Crimes involving Conspiracy

1. Disciplinary action in previous employment.
2. Identification check.

## Required Witness Intermediary Training and Accreditation

Successful applicants must be available to complete a series of training activities. Training will be delivered by a mix of online modules and face-to-face sessions, including assessment. Applicants who complete the training and the assessment requirements will be eligible for appointment to the Intermediaries Panel.

Training and assessment activities will be provided by the Department of Justice at no cost to participants.

It is anticipated that intermediaries will maintain other roles in private and public practice. Successful applicants must also participate in ongoing Continuing Professional Development and supervision.

# Further Information

A schedule of fees will be provided on request. A series of information sessions will be held online during the EOI period. Applicants are encouraged to attend the online sessions if further information is sought. The sessions will provide information about the role and will include a Question and Answer format. Applicants can register for the online information sessions or seek further information about the role from:

Marita O’Connell

Assistant Director, Child Abuse Royal Commission Response Unit

Department of Justice

[intermediary@justice.tas.gov.au](mailto:intermediary@justice.tas.gov.au)

Ph. 03 6165 4802

# Applications

**Applications must contain a curriculum vitae of no more than two pages (2) and the names of two (2) professional referees. Applicants should refer to the selection criteria when completing their expression of interest. The statement addressing the selection criteria should be no more than two (2) pages.**

**Applications should be marked “PERSONAL & CONFIDENTIAL” and must be submitted no later than 11:55 PM** on **Sunday, 31 October 2021** by email to: [applications@justice.tas.gov.au](mailto:applications@justice.tas.gov.au).

Applications will be acknowledged when received.