

Child Safe Advisor

Position Description



Position number: 1246

Classification: Band 7 (0.7 FTE)

EA: Moreland City Council Enterprise Agreement

Department: Business Transformation

Branch: People & Safety

Unit: Human Resources

Reports to: Coordinator Safety and Wellbeing

Supervises: N/A

Approved by: Manager People and Safety

Organisational values:



Date Created: **June 2021**

Date Modified:

Date Approved:

Date Printed:

Position objectives

The Child Safe Advisor will work with leaders across the organisation to proactively support the implementation of relevant policies and practices to ensure Council complies with the Victorian Child Safe Standards, Reportable Conduct Scheme requirements for Commission for Children and Young People and relevant child safe regulations.

The position will be responsible for implementing the key requirements from Council's Child Safe Action Plan.

Whilst not responsible for undertaking investigations, the Child Safe Advisor will be responsible for the planning and coordination of reportable conduct investigations.

Key responsibility areas

Child Safety and Wellbeing Implementation

- Promote, educate and Inform leaders and staff across the organisation of Council's obligations under the Victorian Child Safe Standards and Reportable Conduct Scheme.
- In conjunction with the Coordinator Safety and Wellbeing and the Manager Early Years and Youth, review and develop Council's Child Safe Communication Plan to ensure staff understand their obligations and responsibilities in protecting the physical, emotional, cultural and social wellbeing of all children and young people.
- Initiate and support a culture of compliance with the Child Safe Standards across the organisation including planning, implementation and evaluation processes.
- Monitor Council's progress on its Implementation Plan and ongoing compliance with the Child Safe Standards and Reportable Conduct Scheme.
- Work with the Learning and Development Advisor to ensure child safe training occurs in line with requirements.

Working Knowledge, Advice and Support

- Maintain updated knowledge in relation to the safety and wellbeing of children and young people, including relevant legislation, the Victorian Child Safe Standards, Reportable Conduct Scheme or other sources of relevant information.
- Partner with the Child Safety Committee as they perform a critical role in coordinating and promoting Council's Child Safe culture and ensure child safety related matters are monitored across Council.
- Provide guidance and advice to the organisation and Child Safe Committee regarding the Child Safe Standards and Reportable Conduct Scheme.

Case Management and Investigations

- Assist in coordinating the investigation process and submission of responses for all of Council's reportable conduct allegations.
- Complete the internal investigation reports with appropriate due process and in consultation with those involved
- Work with the Coordinator Safety and Wellbeing and Child Safe Committee to liaise with the Commission of Children and Young People in relation to reportable conduct incidents,

as well as any other authorities e.g. Victoria Police and/or DHHS Child Protection, as applicable dependent on the nature of the allegation/incident.

- Provide advice across the organisation in relation to the procedures for assessment of and response to reportable conduct incidents. Including preparing preliminary documentation.
- Be involved in debriefs regarding any investigation to implement any learnings for future actions, practices and improvement opportunities.

Framework

- Comprehensively review, update or develop Council's Child Safe related policies and procedures to ensure better alignment with the Standards and the Reportable Conduct Schemes applicable regulatory requirements.
- In conjunction with Coordinator Safety and Wellbeing and Child Safe Committee, provide input into, and develop relevant documentation to support Council to meet its obligations.
- Provide input into Council's community engagement framework to ensure that the children and young people in our community are engaged around decisions that affect them.
- Develop progress reports and/or undertake tasks and projects as directed.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	<ul style="list-style-type: none"> • Executive team – in conjunction with the Child Safe Committee, update on organisational progress • Child Safe Committee • Branch and Unit Managers as relevant • Council staff volunteers and relevant contractors – provision of information and advice.
External Relationships	<ul style="list-style-type: none"> • Relevant organisations – including the Commission for Children and Young People to seek information and respond to reporting requirements • DHHS • Software vendors – supply of services to Council • Other Councils, Government Departments and Professional Bodies – networking for best practice.

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. Accountability and Extent of Authority:

- The position operates under the day to day supervision of the Coordinator Safety and Wellbeing and works closely with the Manager Early Years and Youth and the Child Safe Committee to contribute to the efficient and effective compliance of Council's obligations under all legislation and regulations relating to child safety.
- The provision of advice and support is guided by reference to and interpretation of a complex and varied framework of relevant legislation, regulations, Council policies and procedures, and precedent.
- Decisions, actions and quality of output may have a significant effect on the programs / services / projects being managed and may influence public perception of the wider organisation.
- Is accountable for the quality, effectiveness and timeliness of own work output to contribute to effective and efficient child safe standards implementation activities across the organisation.
- Work is governed by a combination of objectives, budgets, regulations and policies, and is subject to regular reporting mechanisms.
- May be required to provide on-the-job training to others, based on skills and experience.

2. Judgement and Decision Making:

- Exercise independent judgement on all Key Responsibilities and Duties within delegated authority and policy, regulation and legislation requirements, seeking support or advice as required.

- High level problem solving, risk management and initiative, relevant to the specialist/ advisory nature of the role.
- Objectives of the work are not always well defined.
- Methods, procedures and processes to complete the work are generally developed from theory or precedent.
- When contributing to policy formulation the primary challenge will be intellectual and will require the identification of a range of options before a recommendation can be made.
- Guidance is not always available within the organisation.

3. Specialist Knowledge and Skills:

- A demonstrated and sound understanding of the Victorian Child Safe Standards and Reportable Conduct Scheme legislation, policies and frameworks.
- Ability to analyse and interpret relevant state and national child safety legislation and regulations and adapt these into organisational policies, procedures and guidelines.
- A collaborative approach to embedding organisation wide change and improving service and community outcomes.
- Analytical and investigative skills are required to undertake investigations as required and complete reports with analysis and recommendations or determinations.
- An understanding of the long-term goals of the wider organisation, of its values and aspirations, and of the legal, socio-economic and political context within which it operates.
- Strong project management skills that take ideas to successful outcomes.

4. Management skills:

- Ability to manage key stakeholder relationships to ensure all levels of Council leaderships understand the Child Safe Standards and how they are being implemented at Council.
- Ability to manage competing demands and prioritise work in a fast-paced environment.
- Requires skills in managing time, setting priorities and planning and organising one's own work, and in appropriate circumstances, that of other employees.
- May assist other employees by providing guidance, advice and training on routine technical, procedural or administrative / professional matters.

5. Interpersonal Skills:

- Experience delivering high quality reports, policies, action plans and communications.
- Demonstrated ability to build trusted relationships and work collaboratively with all internal and external stakeholders understanding the needs of a diverse range of people of all ages and abilities, families, community groups and professions.
- Must be able to liaise effectively with counterparts in other organisations to discuss specialist matters, and with other employees in other functions to resolve intra-organisational problems.
- Excellent communication and collaboration skills with the demonstrated ability to discuss and partner with others to influence change.
- Ability to keep relevant stakeholders informed and engaged while managing their expectations of outcomes.
- High level of written and verbal language skills to convey and obtain information, insights and ideas.
- Ability to think strategically, taking in to account ambiguities, difficulties, obstacles, changing circumstances, and consequences.
- Strong problem-solving skills to resolve or recommend solutions to specialist operational problems.
- An ability to lead and motivate staff through change.

6. Qualifications and Experience:

- Tertiary level qualifications and/or specialist technical experience in policy and service development in the families, youth and children sector or other areas relevant to working within the context of implementing Child Safe Standards.
- Experience in community development, risk management, legislative compliance, change management would be an advantage.
- Experience in completing investigations as well as reports
- A current Working with Children Check.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(√)	()
-below 10kgs	()	()	(√)	()
Manual handling frequency	()	()	(√)	()
Repetitive manual work	()	()	()	(√)
Repetitive bending/twisting	()	()	()	(√)
Working with arms above head	()	()	()	(√)
Lifting above shoulder height	()	()	()	(√)
Using hand tools – vibration/powerful	()	()	()	(√)
Operating precision machinery	()	()	()	(√)
Close inspection work	()	()	()	(√)
Wearing hearing protection	()	()	()	(√)
Wearing eye protection	()	()	()	(√)
Working in dusty conditions	()	()	()	(√)
Working in wet/slippy conditions	()	()	()	(√)
Wearing Gumboots	()	()	()	(√)
Wearing safety shoes/boots (steel cap)	()	()	()	(√)
Working with chemicals/solvents/detergents	()	()	()	(√)
Washing hands with soap (hygiene)	()	()	()	(√)
Working at heights	()	()	()	(√)
Working in confined spaces	()	()	()	(√)
Working in chillers (+4 degrees C)	()	()	()	(√)
Performing clerical duties	(√)	()	()	()
Working on a keyboard	(√)	()	()	()
Driving cars and/or trucks	()	()	(√)	()

8. Key Selection Criteria

- Relevant tertiary qualifications and previous experience implementing or working with the Victorian child safety legislation and programs.
- Sound understanding of legislation, regulations, frameworks, policies and practices associated with Child Safety organisational responsibilities.
- Previous experience working with children or young people and managing issues of child safety.
- High level interpersonal skills including the ability to communicate with influence and adapt to the audience.
- Capacity to work collaboratively and build partnerships with a diverse range of internal and external stakeholders.
- Experience in developing organisational policies and procedure frameworks.
- Highly developed project and administration skills.
- Public sector/service industry experience desirable.