

Safeguarding Officer

Position Description

Directorate	Strategy and Governance
Reports to:	Safeguarding Coordinator
Direct reports:	Nil
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Provide technical and expert advice to ensure the effective delivery of, and compliance with, the Society's child safe responsibilities.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Strategy and Governance directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Governance, Safeguarding and Risk: this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; ensuring compliance with legal and regulatory requirements; implementing the Society's Policy Framework and leading the development of organisational policy; safeguarding functions; and developing and implementing the Society's enterprise Risk Management Framework.

Legal and Complaints: this team is responsible for delivering legal services, and privacy and complaints functions.

Program and Service Quality: this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

Policy and Advocacy: this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; developing and implementing related advocacy strategies; and improving the Society's understanding of the causes and consequences of poverty and disadvantage.

Internal Audit: this role responsible for leading the internal audit function and managing and conducting internal audits according to the annual internal audit plan.

Accountabilities and responsibilities

The Safeguarding Officer will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Implement evidence-based safeguarding programs, and practices throughout the Society including provision of expert advice regarding the content of child safe training.
- Implement the Society's Safeguarding Children Policy Framework.
- Support the implementation of the NSW Child Safe Standards across the organisation.
- Provide advice on incident management, reportable conduct and mandatory reporting notifications.
- Respond to requests for assistance from staff, members and volunteers, provide support referrals and make reports to the Child Helpline and other agencies as required.
- Provide advice in relation to Working With Children Clearance (WWCC) exemption applications and WWCC bars.
- Provide reports regarding safeguarding matters on which advice is provided.
- Build and maintain internal stakeholder relationships to promote, educate and provide expertise on safeguarding issues.
- Conduct research and data analysis regarding the Society's safeguarding practices and organisational risks and reporting on research outcomes.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management protocols and procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Provide high quality, timely advice on safeguarding matters.
- Ensure that required external reporting occurs within appropriate timeframes.
- Provide high quality internal reports regarding safeguarding matters.

Key working relationships

In addition to the Safeguarding Coordinator, the Director, Governance, Safeguarding and Risk, and their direct reports, the Safeguarding Officer will foster close working relationships with:

- Regional Directors (Membership, Volunteers and Regional Operations);
- Director, People Strategy and Development (People and Culture).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.

- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

Role-specific criteria

- Qualifications and experience in managing the coordination and promotion of evidence-based child safeguarding programs, policies and practices.
- Strong written and verbal communication skills.
- Ability to lead and facilitate discussions and liaise and build rapport with internal and external stakeholders.
- Ability to manage multiple tasks, and adjust priorities as required.
- Ability to translate policy initiatives into practical strategies.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.