Safeguarding Officer (Children & Vulnerable Adults)

Position Description

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| Directorate: | Office of the CEO |
| Reports to: | Safeguarding Manager |
| Direct reports: | None |
| 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 safeguarding responsibilities. |
| *The St Vincent de Paul Society is an Equal Employment Opportunity Employer* |

# Directorate overview

This position is in the Office of the Chief Executive Officer. The teams within the Office and their functions are:

**Governance:**this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; and leading the development and review of organisational policy.

**Policy and Advocacy:**this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; and developing and implementing related advocacy strategies.

**Safeguarding**: this team is responsible for oversight of all child protection reports and ensuring the Society meets statutory reporting obligations, embedding the NSW Child Safe Standards, developing resources and building capacity to support the delivery of best-practice child safeguarding practice in our operations. The Safeguarding team also has responsibility to oversight safeguarding matters involving vulnerable adults, developing resources and building capacity amongst Society Personnel to identify and manage safeguarding concerns involving vulnerable adults and meeting our reportable conduct obligations under relevant NSW legislation.

# Accountabilities and responsibilities

The Safeguarding Officer (Children and Vulnerable Adults) will:

* Contribute to the successful implementation of the Strategic Plan within their team.
* Implement the Society’s Safeguarding Children and Young People Policy, Safeguarding Vulnerable Adults Policy, and Volunteer Out of Home Care Policy, and support staff and members in their understanding and adherence with the policies.
* Implement the NSW Child Safe Standards and Reportable Conduct Obligations across the organisation.
* Develop and implement NDIS compliant policy, procedure and practice.
* Provide advice to all Society Personnel on incident management, reportable conduct and mandatory reporting requirements.
* Respond to requests for assistance from members, volunteers, and employees, provide support and referrals and make reports to other agencies as required, and manage internal and external stakeholder relationships concerning highly complex or challenging cases, including participating in case conferences and providing supervision support to staff.
* 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.
* Monitor and maintain data on Safeguarding reports and provide regular reports to the Executive, Board and State Council.
* 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 are in place to ensure compliance with legal, employment and governance requirements, as well as safeguarding and NDIS legislation

# 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.
* Support the development and implementation of best practice in safeguarding vulnerable adults across our disability services and other services working with vulnerable adults.

Key working relationships

In addition to the Safeguarding Manager and their direct reports, the Safeguarding Officer (Children and Vulnerable Adults) will foster close working relationships with:

* Regional Directors & Client Service Officers (Membership, Volunteers and Regional Operations);
* Directors and service Managers (Vinnies Services);
* Director, Strategy and Outcomes (People, Culture and Strategy).
* Members (Membership, Volunteers and Regional Operations)

# Essential criteria

## Critical capabilities

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

* **‘People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
* **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society’s mission, vision, values and lay Catholic heritage.
* **Impact focus:** (Level 2) Enable others to deliver 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 2) Support others to engage with, and adapt to change.
* **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
* **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
* **Financial acumen:** (Level 2) Enable others to use the Society’s resources responsibly and keep expenses within budget.

## Role-specific criteria

* Comprehensive understanding of relevant legislation, such as the NDIS, NSW Children’s Guardian Act, Children and Young Persons Care and Protection Act, and the Statutory Procedures Voluntary Out-Of-Home Care in NSW
* Qualifications and/or experience in managing the coordination and promotion of evidence-based programs, policies and practices for people living with disabilities in the community and in supported accommodation.
* 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, influence across directorates and services, and adjust priorities as required.
* Demonstrated ability to provide solutions to assist people with complex needs.
* Current working knowledge of statutory reporting obligations for children and vulnerable adults.
* Willingness to participate in current, relevant industry training.

# Desirable criteria

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