



SCHEDULE A

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| Position Title | Safeguarding Legal Specialist |
| Service Area | Safeguarding |
| Directorate | People & Culture |
| Reports to | Head or delegate |
| Classification | Specialist Coordinator |
| Last Updated | September 2024 |

ROLE PURPOSE

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Safeguarding Legal Specialist is accountable for the management and investigation of Safeguarding matters, in addition to coordinating legal matters and claims and responding to requests for information. The Safeguarding Legal Specialist is also responsible for raising awareness of Safeguarding through the provision of training and education across our schools.

KEY ACCOUNTABILITIES

FUNCTION SPECIFIC ACCOUNTABILITIES

The Safeguarding Legal Specialist is accountable for:

- Collaborating with stakeholders in the coordination of safeguarding legal matters for CSPD and associated tasks including preparing briefing papers, attending settlement conferences and mediations, record management, ensuring accuracy and compliance with legal requirements.
- Conducting factual investigations in relation to child protection matters including undertaking interviews, risk assessments and detailed documentation, as well as liaising with internal and external stakeholders (e.g. OCG, DCJ, NSW Police and legal firms)
- Contributing to the design and delivery of Safeguarding training to improve practices across schools
- Supporting the continuous development and review of safeguarding policies, procedures and guidelines
- Managing and responding to queries and requests for information, including supporting the RFI Officer with conducting requests for information

LEVEL SPECIFIC ACCOUNTABILITIES

Catholic Ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

Team Contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CSPD

Risk and Compliance

- Contribute and adhere to policies and processes within CSPD
- Identify and report risks and where possible propose appropriate mitigation strategies

REQUIRED STANDARDS

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

| Standards Framework | | | |
|----------------------|----------------------|--|-------------------------------|
| Standard Group | | Standard Name | Expected Level of Proficiency |
| Behavioural | Individual | Self-Development / Continuous Learning | S |
| | | Adaptability | A |
| | Interpersonal | Collaboration and Communication | A |
| | | Responsibility and Ownership | S |
| | Analytical | Planning, Organising and Problem Solving | A |
| | | | |
| Leadership | Leadership | Delegation | P |
| | | People Development | S |
| | | Leading a Team | N/A |
| | | Understanding the Organisation's Mission | A |
| | | Strategic Positioning | A |
| Technical/Functional | Technical/Functional | Attention to Detail | E |
| | | Knowledge & Application of Policies, Procedures and Processes | A |
| | | Knowledge & Application of Industry, Emerging Trends and Good Practice | A |

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

TYPICAL EXPERIENCE AND QUALIFICATIONS

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Schools Parramatta Diocese (**CSPD**) is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CSPD may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

CSPD is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.