

**Position Description**  
**Position title: State Child Safe Lead**

|  |  |
| --- | --- |
| **Mission Australia** | |
| About us: | Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.  We’ve learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.  Together we stand with Australians in need, until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.  *“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration |
| Goal: | To reduce homelessness and strengthen communities. |
| **Position Details:**  Position Title: **VIC SA TAS Child Safe Lead – 18 month contract** | |
| Division: | Service Delivery |
| Reports to: | National Child Safe Lead, Practice Support team |
| Classification: |  |
| Position Purpose: | The State Child Safe Lead is responsible for promoting child safe best practices across Mission Australia at the state level. Reporting to the National Child Safe Lead, the key responsibilities of this role include:   * Leading the organisation-wide implementation of the Mission Australia Child Safe Action plan at the state level and ensuring key outcomes are achieved. * Delivering training for service delivery staff in accordance with the child safe training strategy, and driving child safe best practices across the state. * Providing first point of contact for staff queries in relation to child safe obligations and responsibilities. * Ensuring compliance with legislative, contractual and organisational child safe standards requirements. * Working collaboratively with the Child Safe Leads based in other states, to drive consistency in practices, and reporting on progress to the National Lead. |

**Position Requirements (What are the key activities for the role?)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Key Result Area 1 – MA Child Safe Action Plan implementation** | | | **Key tasks** | **Position holder is successful when** | | * Promote a child safe, child friendly organisation culture in accordance with Child Safe Standards and state based legislation. * Coordinate the effective implementation of all Child Safe Action Plan key outcomes and drive changes in practice, processes and behaviours by service delivery staff and managers within required time frames. * Work in collaboration with relevant staff to review and amend policies, systems and practices to ensure they align with child safe outcomes. * Establish priorities and manage workflow across multiple practice areas, systems and processes to deliver expected outcomes. * Work collaboratively with Child Safe Leads in other states to drive consistency in practices. * Administration and monitoring of a central screening check register at the state level, and the initial point of contact. | * People leaders and services are supported to implement child safe policy and procedures in service delivery practice. * Relevant staff are supported in developing, implementing and reviewing child safe policy, procedures and best practice materials (including frameworks, guidance and tools). * Child safe practices are embedded within services and compliance and service performance improve through the position holder’s guidance, support, provision of resources and implementation of projects, initiatives and training. * Centralised staff screening checks practices are implemented and applied at the state level. | | **Key Result Area 2 – Child Safe Training Delivery** | | | **Key tasks** | **Position holder is successful when** | | * Deliver training for service delivery staff in accordance with the training strategy to ensure all staff access and complete required child safe training relevant to their role. * Provide subject matter expert advice, knowledge and input into training programs and resources to support Child Safe objectives at the state level. * Work with people leaders, individual services and groups of services to facilitate knowledge transfer and the development, implementation and continuous improvement of good practice. | * The child safe training strategy is implemented across the state and builds internal capability. * All staff access and complete mandatory training as relevant to their role. * Staff training requirements and completion are well documented, integrated within the MA learning management system, and reported on each quarter. | | **Key Result Area 3 - Stakeholder Relationships** | | | **Key tasks** | **Position holder is successful when** | | * Develop and maintain strong collaborative relationships with key business unit and operational stakeholders to ensure child safe project actions are embedded across the organisation. * Manage stakeholder expectations, resulting in high level stakeholder satisfaction and engagement. | * Stakeholders report high levels of engagement and satisfaction with the work and professional relationship they have with the National Child Safe Lead. | | **Key Result Area 4 - Accountability and Reporting** | | | **Key tasks** | **Position holder is successful when** | | * Ensure the National Child Safe Lead has an accurate, timely and clear visibility of project implementation. Respond to requests and provide reports on time and to a high standard. * Ensure that emerging risks and issues are identified, escalated as required and effectively managed. | * Progress reports meet requirements and are delivered within agreed timeframes and to a quality standard. * Risks and issues are identified and appropriate mitigation and response strategies are developed and implemented. | | **Key Result Area 5 - Continuous Quality Improvement** | | | **Key tasks** | **Position holder is successful when** | | * Develop and implement monitoring and review strategies to ensure compliance and continuous quality improvement with child safe practices. * Utilise performance reporting to drive continuous quality improvement. | * Continuous quality improvement strategies are in place, and are responsive to changing requirements and standards within the sector. * Child safe initiatives are compliant with external and internal requirements and aligned with the organisation’s strategic priorities. | |

***\*Note-The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.***

**Work Health and Safety**

Everyone is responsible for safety and must maintain:

* A safe working environment for themselves and others in the workplace
* Ensure required workplace health and safety actions are completed as required
* Participate in learning and development programs about workplace health and safety
* Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

**Purpose and Values**

* Actively support Mission Australia’s purpose and values;
* Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
* Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
* Follow reasonable directions given by the company in relation to Work Health and Safety.
* Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
* Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
* Actively support Mission Australia’s Reconciliation Action Plan.

**Recruitment information**

**Qualification, knowledge, skills and experience required to do the role**

* Relevant degree or substantial relevant experience.
* Specialist knowledge gained through experience, education or training.
* Appreciation of the long term goals of the organisation.
* Detailed knowledge of Child Safe Organisation best practice.
* Clear understanding of state and territory child protection legislation.
* Demonstrated experience in developing and delivering training programs.
* Strong conceptual and analytical skills.
* The ability to work effectively with key stakeholders, including senior management, and achieve outcomes through influence.
* Well-developed written communication skills and attention to detail.

**Competencies**

* Action oriented and takes accountability to achieve results in line with set timeframes.
* Builds and maintains sustainable internal and external relationships.
* Effective communication and active listening skills, demonstrating the ability to present information, decisions and reasons confidently, clearly and concisely selecting the appropriate medium.
* Demonstrated experience in developing and delivering training programs.
* Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues.
* Ability to deal with ambiguity and complexity.

**Compliance checks required**

Working with Children ☒

National Police Check ☒

Vulnerable People Check ☒

Drivers Licence ☒

Other (prescribe) ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager name** |  | **Approval date** |  |

Marion Bennett

Executive - Practice, Quality and Performance