



POSITION DESCRIPTION

POSITION TITLE:		Senior Advisor Safeguarding Children and Young People			
POSITION NO:		100351	CLASSIFICATION:		Band 7
DIVISION:		People and Culture			
BRANCH:		Organisational Culture, Capability and Diversity			
REPORTS TO:		Manager Organisational Culture, Capability and Diversity			
POLICE CHECK REQUIRED:	Y	WORKING WITH CHILDREN CHECK REQUIRED:	Y	PRE-EMPLOYMENT MEDICAL REQUIRED:	N

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, people with a disability, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- Implement system-wide strategies to embed a culture of child safety at Yarra.
- Implement new initiatives and strategies for continuous improvement to build strong compliance maturity with the Victorian Child Safe Standards, Reportable Conduct Scheme and related child wellbeing and safety legislative obligations.
- Stay informed of contemporary evidence-based best practice, monitor ongoing legislative reform, and determine implications for Council.
- Provide expert advice to the organisation and other key stakeholders.

Organisational Context

The Organisational Culture, Capability and Diversity team works to ensure that Yarra offers a safe, vibrant and inclusive culture where everyone can make a positive difference in our community.

Located within the People and Culture Division, our team comprises:

- Organisational Culture and Capability
- Diversity & Inclusion

The Organisational Culture, Capability and Diversity branch provides the strategy, support, resources and systems to actively foster an inclusive workplace that builds capability and celebrates the contribution made by everyone at Yarra and across its community.

ORGANISATIONAL RELATIONSHIPS

Position Reports to:	Coordinator Diversity and Inclusion
Internal Relationships:	Taking an enterprise-wide approach, the Senior Advisor Safeguarding Children and Young People will work with staff at all levels of the organisation to implement strategies to meet legislative obligations, and to embed a culture of child safety at Yarra.
External Relationships:	The Senior Advisor Safeguarding Children and Young People is required to develop and maintain professional relationships with a range of stakeholders, including other Councils, regulatory bodies, local service providers and community members, with a focus on children, young people and their families.

KEY RESPONSIBILITY AREAS AND DUTIES

Strategic Service Planning and Development

- Work in partnership with stakeholders across the organisation to project manage the implementation of the Child Safe Standards, Reportable Conduct Scheme and related child wellbeing and safety legislative obligations.
- Develop, implement and review Yarra's Safeguarding Children and Young People Plan and corresponding action plans.
- Manage internal governance processes, including the Child Safe Contact Officer program, Child Safe Steering Committee, and other working groups (as required).
- Actively participate in relevant external stakeholder groups, consultations and reviews across sectors and all levels of government.
- Develop, review and advise on policies and procedures related to the wellbeing and safety of children and young people.
- Develop, monitor and regularly review corporate child safe incident and child-related reportable conduct reporting processes.
- Ensure training and other professional development opportunities are identified, understood, appropriately resourced, communicated and complied with.
- Develop and deliver customised workshops and information sessions to build staff confidence and capacity; and to support leadership to embed safeguarding practices into their service planning and delivery.
- Engage and support local service providers to work collaboratively and ensure they comply with their legislative requirements and child safe approaches (i.e. sporting clubs, private early years providers etc.).
- Develop and implement community capacity building and awareness raising strategies to support a whole-of-community response to child safety.
- Monitor regulatory compliance with the Victorian Child Safe Standards and Reportable Conduct Schemes (Commission for Children and Young People).
- Prepare regular reports for the Executive team and Internal Audit Committee.

- Work closely with the Executive team and relevant Branch Managers to escalate responsibility and awareness of any areas of strategic and operational risks requiring accountability at senior level.
- Other duties as required.

Leadership and People Management

- Lead and contribute to a whole-of-organisation approach to create safe physical and online environments for children and young people.
- Provide leadership and coordinate the enterprise-wide implementation of the Victorian Child Safe Standards, Reportable Conduct scheme and related legislative obligations.
- Lead and manage the Child Safe Contact Officers program, Child Safe Steering Committee and other internal working groups and committees (as required).
- Lead, manage and motivate staff by providing specialist advice and ongoing guidance on day-to-day operational matters and case consultation.
- Manage the internal child-related reportable conduct investigation process.
- Ensure relevant training and career development opportunities are identified, implemented and applied utilising existing performance management systems.
- Actively participate in external networks, committees and working groups.

Data Collection and Reporting

- Ensure comprehensive collection, analysis and reporting of data relating to child safe contacts and incidents, reportable conduct matters and training compliance.
- Prepare reports for the Executive team.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Directly accountable to the Coordinator Diversity and Inclusion, the incumbent is accountable for reporting on completion status regarding work plans and performance across the organisation.
- The incumbent is accountable for effectively undertaking work assigned to them and for prioritising to accomplish these tasks.
- The incumbent's authority and freedom to act is subject to regulations and policies and regular supervision, in line with goals and budgetary constraints as determined by Council.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child wellbeing and safety. We adhere to the Victorian Child Safe Standards as legislated in the *Child, Wellbeing and Safety Act 2005* and have robust policies and procedures to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING

- Responsible for day-to-day decisions in line with Strategy.
- Seek guidance of Manager, Director, Executive and CEO for strategy or direction-based decisions.
- The nature of the work is highly specialised, and work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Adopt an objective, balanced approach in dealing with conflicting perspectives and exercise problem solving judgement in order to achieve department plan objectives.
- Guidance and advice is not always available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

- Extensive working knowledge of the Victorian Child Safe Standards, Reportable Conduct Scheme and broader child wellbeing and safety legislative landscape.
- Demonstrated experience working with children, young people and families, particularly those who are vulnerable or at risk.
- Sound knowledge and application of contemporary best practice approaches for safeguarding children and young people.
- Highly skilled in project and change management processes.
- Understanding of long-term goals and objectives of the organisation and the legal and political environment in which the organisation operates.
- Policy development and advocacy skills and experience would be highly desirable.

MANAGEMENT SKILLS

- Demonstrated skills and ability in managing time, setting priorities, planning and organising one's own work and the work of others, to achieve specific and set objectives within the timelines, resources and budgets available.
- Excellent Project and People Management skills or well-developed project management skills including strong organisational skills and ability.
- Ability to identify, recommend and lead improvements to the functions of the branch and contribute to long term staffing strategies.

INTERPERSONAL SKILLS

- Highly developed written skills and ability to prepare submissions, reports, policies and other communications for a range of different audiences.
- Highly developed oral communication skills.
- Highly developed advocacy skills.
- Ability to gain cooperation and assistance from managers, employees and members of the public in the administration of safeguarding practices and initiatives, solve problems through discussion, teamwork and creativity.

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in social sciences, social policy or equivalent field with several years' relevant experience (in social services and/or community development) or less formal qualifications with extensive experience.
- Demonstrated experience working with children, young people and families, particularly those who are vulnerable or at risk.

KEY SELECTION CRITERIA

1. Expert level understanding of the Victorian Child Safe Standards, Reportable Conduct Scheme and other relevant legislation, and experience in their practical application across a complex work environment.
2. High level knowledge of child welfare/child protection system and demonstrated ability to liaise confidently with employees and relevant authorities on matters of a sensitive and specialised nature.
3. High level ability to lead and influence organisational and community safeguarding objectives.
4. Demonstrated project management skills including high level administrative, planning, implementation, monitoring and evaluation.
5. Demonstrated skills and experience in strategy, policy and system design, consultation and implementation.
6. Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.