



POSITION DESCRIPTION

Australian Broadcasting Corporation

| Label | Description |
|-----------------|--|
| Position Title: | CHILD PROTECTION ADVOCATE |
| Position no: | 50062185 |
| Team: | [Entertainment & Specialist] |
| Department: | Content Business Unit |
| Location: | Ultimo |
| Reports to: | PRODUCTION EXECUTIVE, CHILDREN'S 50024804 |
| Classification: | Administrative/Professional |
| Schedule: | [Schedule A] |
| Roster cycle | [Non-Rostered] |
| Band/level: | [Band 7-8] |
| HR Endorsement: | 7/09/2021 |

Purpose

To provide best practice advice from a “child-first” content perspective to empower young people working on ABC Productions building on the strengths and best practice models for working with Children. The Child Protection Advocate will ensure that ABC content makers understand ABC policies and work with the ABC Child Protection Officers to ensure compliance with those policies.

The role will offer Working With Children advice and guidance to content makers, including external ABC commissioned content to foster best practice for Working With Children, across all ABC productions and content.

Key Accountabilities

- Key driver in implementing ABC Child Protection Framework and advise and assist where required, particularly relating to a Content making across all ABC Divisions.
- Assist in the management and response to compliance, complaints, breaches and performance of content makers alongside the Child Protection Officers.
- Contribute to the ABC best practice policy for a Content Makers working with Children on internal and external ABC productions,

- Develop safety plans and complete risk assessments for all internal ABC productions that work, collaborate or employ children.
- Work closely with external producers on their WWC Safety Policy and Code of Conduct,
- Assess and report on ABC compliance and performance with the ABC Child Protection framework and other ABC policies relating to Children.
- Identify and strengthen new partnerships across the ABC and with external key cultural, community and educational organisations, and contribute to industry developments relating to best practice for WWC.
- Develop and build team capability through ensuring ABC content makers undertake appropriate training and provide coaching and mentoring (relating to Working with Children).
- Determine and provide relevant briefings on updates to policy and legislation when required.
- Collate information for reporting, monitoring and evaluation purposes to ensure compliance
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Strong experience in the production industry within TV or film production, including knowledge of child safe standards and practices and their application in a production setting.
2. Highly developed skills in managing compliance and implementing risk assessments, and associated report writing.
3. Sound record keeping practices to ensure accountability, transparency and confidentiality
4. Demonstrated ability to provide guidance and mentoring to colleagues to foster a collaborative culture
5. Outstanding project and time management skills with the ability to work effectively under pressure and prioritise multiple tasks to meet legislative deadlines
6. Outstanding interpersonal and negotiation skills, with the ability to develop strategic relationships with internal and external stakeholders at all levels.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.
10. A current working with children/police clearance and ongoing renewal/maintenance of this clearance in accordance with relevant legislation.

