

POSITION DESCRIPTION

Position Title	National Safeguarding Officer (Policy, Support and Compliance)		
Organisational Unit	Office of Student Success		
Functional Unit	Student Programs		
Nominated Supervisor	Director, Office of Student Success		
Higher Education Worker (HEW) Level	HEW 9	Campus/Location	North Sydney or Melbourne
CDF Achievement Level	1 All Staff	Work Area Position Code	To be advised
Employment Type	Full-time, continuing	Date reviewed	20 February 2019

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Education
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE EDUCATION PORTFOLIO

The Office of the Deputy Vice-Chancellor, Education is responsible for areas in the University that centre on activities relating to students, learning and teaching and the staff responsible for their delivery.

The Deputy Vice-Chancellor, Education supports the Vice-Chancellor in providing leadership of major students, learning and teaching activities of the University, including:

- First Peoples and Equity Pathways
- Library
- Learning and Teaching Centre
- Office of Student Success
- Student Engagement and Services
- Student Strategies

ABOUT THE OFFICE OF STUDENT SUCCESS

As part of the wider portfolio of Education, the Office of Student Success (OSS) provides students with support services to promote student engagement in university life; opportunities for student leadership development; and opportunities for students to develop graduate attributes to become career-ready professionals.

The Office of Student Success is also responsible for supporting student associations including ACUNSA and the delivery of university-wide initiatives that comply with regulatory and statutory requirements, such as Respect. Now. Always. (RNA) and Safeguarding Children and Vulnerable Adults.

The Director, Office of Student Success manages and leads the professional support services for students which are delivered across the University. These services aim to provide every student with opportunities to assist them with achieving their academic and personal goals.

Student support is available through the following service areas:

- Academic Skills Unit
- Career Development Service
- Counselling and Disability Service
- Student Enrichment
- Student Advocacy Service.

In addition, commencing students are provided with support through:

- PASS (Peer Assisted Study Sessions)
- Connect2Uni - transition to university program.

The Office of Student Success provides a range of student programs for whole of life formation through leadership opportunities which promote the development of character, responsibility, integrity, motivation, humility, spirituality, service and compassion for others, such as:

- membership of the Golden Key International Society
- Community Achievers' Program
- Leading with Impact - leadership program for students
- ACU Games
- non-sporting student clubs and societies.

POSITION PURPOSE

The National Safeguarding Officer (Policy, Support and Compliance) is responsible for implementing a centralised and University-wide Safeguarding Children and Vulnerable Adults Action Plan that ensures legislative compliance and minimises organisational risk associated with the interactions of students, volunteers and staff members with children, young people and vulnerable adults. The position is also responsible for coordinating and implementing ACU's Respect. Now. Always. (RNA) initiatives, in collaboration with the RNA Advisory Committee and other stakeholders across the University.

The role includes the review and implementation of policies and procedures in consultation with relevant internal stakeholders, the maintenance of a centralised register to monitor compliance and to coordinate the education and development of relevant staff and students in relation to policy requirements and obligations. The role will manage all associated internal and external reporting.

The position reports to the Manager, Strategy Implementation (Office of Student Success) who reports to the Director, Office of Student Success.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Ensure consistent implementation of ACU Protecting Children and Vulnerable Adults Policy and Procedure, ensuring the University is compliant with the legislative requirements, including the National Catholic Safeguarding Standards. This includes monitoring all legislative requirements in various states and territories and to update the University policies and procedures accordingly.	<ul style="list-style-type: none">• Communicate with Impact• Know ACU Work Processes and Systems				✓

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
<p>Manage the coordination, implementation and reporting of the Respect. Now. Always. (RNA) Action Plan including:</p> <ul style="list-style-type: none"> Addressing the recommendations made by the Universities Australia and the Australian Human Rights Commissions; Preparing updates for the Tertiary Education Quality and Standards Agency (TEQSA); Working with various stakeholders (staff and students) to increase awareness of sexual assault and sexual harassment to promote student safety and raise the visibility of support services for students; and Monitoring all legislative requirements in various states and territories and to update the University policies and procedures accordingly. 	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Deliver Stakeholder Centric Service 				✓
Collaborate with the Office of General Counsel, Faculties and Human Resources to embed legislative requirements into organisational processes and practices to mitigate identified organisational risk.	<ul style="list-style-type: none"> Collaborate Effectively 			✓	
Receive and manage all internal reports in relation to alleged incidents of policy and or process breaches in relation to working with children and vulnerable adults and prepare a report on these matters for the Vice-Chancellor and President on a quarterly basis.	<ul style="list-style-type: none"> Make Informed Decisions 				✓
Consolidate information related to students' disclosures of sexual assault and sexual harassment as set out in the policy and procedure and prepare a report for the Vice-Chancellor and President.	<ul style="list-style-type: none"> Make Informed Decisions 	✓			
Develop guidelines and web based materials for staff members and supervisors to support the implementation of policy and procedures, including a compliance manual for all relevant staff, volunteers and students in relation to working with children and vulnerable adults.	<ul style="list-style-type: none"> Communicate with Impact 				✓

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		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Collaborate with Human Resources and the Learning and Teaching Centre to provide regular training for both academic and professional staff as required.	<ul style="list-style-type: none"> Collaborate Effectively 			✓	
Provide advice and support as subject matter expert to Heads of School, Faculty Managers, Heads of Department and Unit Managers as required.	<ul style="list-style-type: none"> Communicate with Impact Adapt to and Lead Change 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Act with independence to implement a framework, policy and processes for the management of university-wide initiatives and structure reporting that complies with legislative requirements, while at the same time consulting with and meeting the expectations of a significant breadth of stakeholders.
- Develop and maintain effective working relationships and provide expert advice and support across six geographically dispersed regions and campuses, with limited resources available for travel.
- Respond to alleged incidents of policy and/or process breaches in real time.
- Timely reporting which provides the University with a clear understanding of how it meets with legislative requirements.
- Collaborate with the Human Resources to provide education and development to relevant staff across six geographically dispersed regions and campuses, with limited resources available for travel.
- Maintain external networks and professional knowledge.

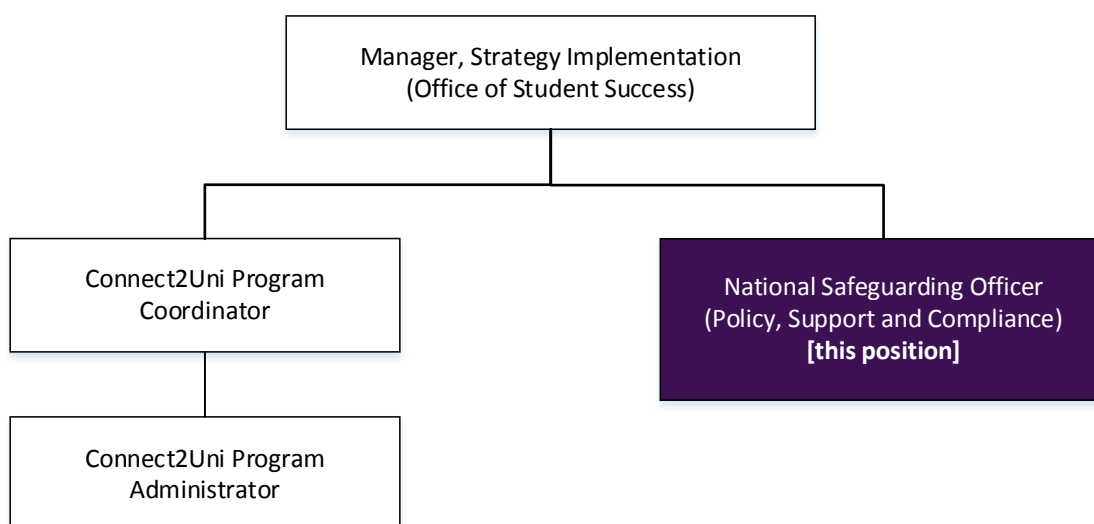
Decision Making / Authority to Act

- The position holder will review and implement a framework, policy and processes in consultation with a wide range of stakeholders.
- The position holder recommends modifications to policies and/or initiatives in response to changing legislative requirements.
- The position holder has broad authority to develop appropriate methods for building relationships and consulting with internal and external stakeholders.
- The position holder submits relevant internal and external reports, as approved by the Director, Office of Student Success.
- The position holder can sequence and prioritise work task and communicate where an outcome is not able to be met.

Communication / Working Relationships

- The position is responsible for the preparation of reports to be submitted to the Vice-Chancellor and President, Deputy Vice-Chancellor (Education) and external legislative and regulatory bodies.
- The position holder communicates with a wide range of key stakeholders, including the General Counsel and Director, Human Resources with respect to identifying and mitigating organisational risk and managing the University's response in circumstances where there is a gap in legislative compliance.
- The position holder communicates internally with staff across the University to provide expert advice and support in relation to working with minors and vulnerable people.
- The position holder communicates internally with relevant staff and students across the University to provide education and development in relation to working with minors and vulnerable adult requirements and obligations and how to respond to allegations of student sexual assault and sexual harassment.
- The position holder will be required to communicate with professionals from other Universities and relevant external organisations to gather information and maintain networks.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience	
1.	Tertiary qualifications in Education, Social Work, Psychology or Law and/or demonstrated experience in the development and implementation of legislatively compliant policy and procedures.
2.	Excellent written communication skills, including the ability to produce clear, succinct reports and documents.
3.	Demonstrated strong planning and organisational skills with the ability to prioritise tasks and resources to achieve required outcomes and meet the specified deadlines.
4.	Demonstrated experience in planning and delivering training programs.
Core Competencies (as per the Capability Development Framework)	
5.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the ACU Service Delivery Model .
7.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.
Other attributes	
8.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
9.	Evidence of ability to work with children and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located.
10.	Evidence of ability to work with vulnerable people and contribute to and protect their safety and wellbeing. The successful applicant will be required to be registered to work with vulnerable people in the Australian Capital Territory.