

WHITEHORSE CITY COUNCIL

Position description

Job title: Child Safety and Wellbeing Officer	
Classification: Band 7 (not annualised)	Effective Date: November 2025
Reports to: Coordinator, Health Safety and Wellbeing	Tenure: Permanent Part time (0.6 FTE)

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

This position plays an integral role in Council's legal and moral obligations to develop, maintain and review our ongoing commitment to child safety and wellbeing.

The Child Safety and Wellbeing Officer leads and oversees Council's Child Safety Framework, including policy setting and strategic implementation. The position drives Council's approach to creating a child safe environment, meeting Child Safe compliance requirements under the *Victorian Child Wellbeing and Safety Act (2005)*, Child Safe Standards and other relevant legislation.

The position works with and supports cross-organisational efforts to build capacity and carry out its responsibilities of child safeguarding; embedding knowledge, practices and processes; monitoring outcomes; and reporting to both Council and State government authorities. This includes supporting incident management of alleged contraventions of child safety.

This position engages internal and external stakeholders, to ensure that children and young people have a voice in Council activities which concern them.

Key Responsibilities

Position Specific Responsibilities

Child Safety Service Delivery

Lead the development of Council-wide child safety policy, integrating with HR, risk, and community service functions.

Lead organisation-wide cultural change initiatives to strengthen child safety awareness and accountability, embedding the 11 Child Safe Standards, whilst maintaining progress and avoiding backsliding on established indicators.

Review Council's online and physical environments that engage with children and young people and implement risk mitigation strategies to ensure employee practices are compliant to the Child Safe Standards.

Build connections and collaborate with internal stakeholders and external Councils to enhance child safe practices.

Lead awareness initiatives and communication strategies to promote understanding of child abuse prevention and child safety, both internally and within the community.

Monitor regulatory and legislative changes and ensure Council remains compliant.

Provide professional and specialist advice to People Managers and staff in relation to child safeguarding.

Child Safe Incident Reporting

Administer the child safety incident reporting system and maintain Council's child safe privacy, confidentiality and information management requirements.

Ensure all incidents involving allegations of abuse/ harm are responded to in accordance with relevant legislation especially the *Child Wellbeing and Safety Act (2005)* including Reportable Conduct.

Chair investigations and provide strategic recommendations on reportable conduct and compliance breaches in collaboration with the Internal Response Team.

Maintain records of child safety instances and store records securely and confidentially.

Cross-organisation Engagement

Coordinate working groups that support and promote a culture of child safeguarding across Council, resulting in meaningful change in the workplace through embedding innovative and inclusive practices.

Ensure child safety is embedded across Council policies and procedures and monitor their effective implementation in line with best practice and the applicable regulatory requirements.

Work in partnership with internal stakeholders to ensure that children and young peoples' voices are reflected in Council programs and services.

Work in partnership with internal stakeholders to ensure families, carers, and communities recognise and understand the shared responsibility for child safety.

Support service areas to implement safe practices in line with the Child Safe Standards.

Capability Development

In collaboration with Organisational Development and Culture team, identify, source and implement a suite of child safety training and resources to sustain a child safe environment across Council including, but not limited to:

- Compliance obligations
- Supporting diverse cohorts
- Special cohort training including at senior/Councillor level.

Metrics and Reporting

Monitor, evaluate, and report on the implementation and effectiveness of child safety initiatives.

Corporate Responsibilities

Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.

Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Champion a safe environment for children and young people in accordance with Council's commitment to child safety.

Other duties as directed within the skills and capabilities of a position at this level.

Authority

Budget: Discretionary spend in consultation with the P&C Manager.

Staff Responsibility: Nil.

Key Relationships:

- The position will liaise with leaders, employees, volunteers and service providers at all levels of the organisation.
- This position represents Council as the key contact for external regulators (e.g. Commission for Children and Young People), with authority to make binding recommendations or decision.
- The position is required to maintain professional relationships with various external contacts, including: other councils, volunteer organisations, specialist consultants/contractors, industry forums, practice groups and external regulatory bodies (e.g. Commission for Children and Young People).

Judgement and Decision Making

- This position exercises independent judgment on complex, sensitive or unprecedented issues where guidance may not be available.
- This position is empowered to develop new policies and frameworks.
- Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.

Specialist Knowledge and Skills

- Expert-level, strategic understanding and practical application of child safeguarding frameworks and the legislative environment across Victoria.
- Expected to provide advisory input at Council or senior level, shaping organisational policy and risk strategy.
- Able to understand relevant organisational strategies, policies, procedures and goals and how child safety if relevant and applies.
- Able to prepare reports, documents and external correspondence.
- Able to maintain confidentiality and work with sensitive information.

Technology

- Advanced skills in Microsoft Office applications and excellent keyboard skills.
- Experience with database and reporting systems.
- Working knowledge of incident reporting systems desirable.

Qualifications and Experience

- Degree-level qualifications with several years of subsequent, relevant experience in safeguarding, compliance or public policy.
- Demonstrated experience developing and leading organisation-wide child safety programmes or equivalent high-level roles in the sector.

Certificates/Licences

- Satisfactory National Criminal History Check.
- A valid Working with Children Check.
- A valid Victorian driver's licence.

Interpersonal Skills

- Able to negotiate, advocate and influence across all levels including senior and Councillor levels, with demonstrated experience to gain cooperation and assistance of stakeholders (both internal and external).
- Highly developed analytical and problem-solving skills, with the ability to handle complex and sensitive issues, applying sound judgement, advanced reasoning and discretion.
- A personal style that models integrity, equity, fairness and transparency.

Management Skills

- Responsible for developing and monitoring Council's Child Safety Action Plan and related reporting frameworks.
- Influence long-term workforce capability planning regarding child safety training and compliance.

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- Contribute to organisational policy and staffing strategy as part of leadership committees.

Notes and comments

- The incumbent may be required to work from different locations within the municipality.
- The incumbent may be required to attend out of hours work meetings (e.g. Council briefings and meetings).

Key Selection Criteria

- Expert-level, strategic understanding and practical application of child safeguarding frameworks and the legislative environment across Victoria.
- Degree-level qualifications with several years of subsequent, relevant experience in safeguarding, compliance or public policy.
- Demonstrated experience developing and leading organisation-wide child safety programmes or equivalent high-level roles in the sector.
- Experience managing child safety incidents, reporting, and investigations, including the reporting processes under the Reportable Conduct Scheme and equivalent frameworks.
- Demonstrated understanding of cultural safety, particularly for Aboriginal children, and the ability to engage respectfully with children, families and communities from diverse backgrounds.
- Able to negotiate, advocate and influence across all levels including senior and Councillor levels, with demonstrated experience to gain cooperation and assistance of stakeholders (both internal and external).
- Highly developed analytical and problem-solving skills, with the ability to handle complex and sensitive issues, applying sound judgement, advanced reasoning and discretion.

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Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
Hand/Arm Movement Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Rarely	
Standing Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Often	

Any other relevant comments: