

WHITEHORSE CITY COUNCIL

Position description

Job title: Program Advisor Child Safety	
Classification: Band 6	Effective Date: August 2023
Reports to: Program Implementation Lead	Tenure: Fixed-term (12 months)/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 will actively enable implementation and monitoring of Council's Child Safe compliance requirements under the Victorian Child Safe Standards.

The position works with and supports cross-organisational efforts to build the capacity of the organisation and carry out its responsibilities in regard to child safeguarding, monitoring outcomes and reporting to both Council and State government authorities.

The position also works with key internal and external stakeholders in regard to building a culture of child safeguarding.

Key Responsibilities

Position Specific Responsibilities

Child Safety Action Plan

Conduct a review of 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 new Child Safe Standards.

Assist in the review and development of Child Safe policies, procedures, systems and resources.

Build connections and collaborate with internal stakeholders and other Eastern region Councils to enhance child safe practices.

Child Safe Incident Reporting

Provide strategic advice, inform and administer the Victorian Reportable Conduct Scheme in collaboration with the Internal Response Team.

Administer the child safety incident reporting system and maintain Councils child safe privacy, confidentiality and information management requirements whilst also supporting the Child Safe Incident Advisors.

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.

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Provide administrative support for the Cross-Organisation Leadership Taskforce, which includes senior managers tasked to raise awareness, monitor progress and promote Child Safety and other cross-organisational programs across the organisation.

Capability Development

In collaboration with Organisational Development and Culture team, identify, source and implement a suite of Child Safety training to support the implementation of Child Safety Action Plan including, but not limited to:

- Compliance training
- Special cohort training
- Raising awareness of child safeguarding practices and building skills to understand child safe obligations

Metrics and Reporting

Working across the organisation to prepare systems and data collection methods to enable measurement and reporting on child safety.

Prepare internal and external progress reports for Child Safety activities.

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:

Assist the Program Implementation Lead in developing and managing the budget for cross-organisational programs planning and implementation.

Administer the budget for cross-organisational programs, planning and implementation.

Staff Responsibility:

Nil.

Key Relationships:

The position will liaise with all employees, volunteers and management across the organisation including the Executive. Specific internal relationships include the Cross-Organisational Leadership Taskforce and as well as the Child Safety Working Groups.

The position is required to maintain professional relationships with various external contacts, including: other councils, volunteer organisations, specialist consultants/contractors, LGPro and Industry forums and practice groups, Municipal Association of Victoria (MAV), and external regulatory bodies (e.g. Commission for Children and Young People).

The incumbent may also on occasion be required to represent Council in the public arena.

Judgement and Decision Making

- The freedom to act is governed by clear objectives, and budgets.
- Exercise judgment and solve problems, using specialist knowledge and techniques.
- Problem solving may require innovation and the continuous improvement of techniques, including their application to new situations.
- Guidance and advice are usually available.
- Decisions and actions are usually subject to appeal or review by more senior staff.

Specialist Knowledge and Skills

Technology

- Experience with database and reporting systems.
- Proficiency in the use of the Microsoft suite of applications.

Other Technical Skills

- Advanced skills in Microsoft Office applications.
- Knowledge of the *Child Wellbeing and Safety Act 2005*, Child Safe Standards.
- Demonstrated skills in developing innovative solutions to complex, new and existing problems.

Certificates/Licences

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

Interpersonal Skills

- Highly developed and effective communication, interpersonal and influencing skills with demonstrated experience working collaboratively with a range of stakeholders.
- Strong written and oral communication skills, including presentation skills and the proven ability to engage with employees at all levels and with culturally and linguistically diverse groups.
- Develop and foster strong working relationships that focus on creating internal and external partnerships to promote child safety.
- Flexible working attitude, and ability to adapt work style.
- Ability to work independently and collaboratively within an organisational context and in the broader community
- Displays a high level of personal and professional integrity.

Management Skills

Leadership/management

- An understanding of the long term goals of the People and Culture Department and a knowledge and appreciation of relevant goals of the wider organisation.
- Contributes to the overall performance of the Cross Organisation Programs team, ensuring that objectives and goals are met.

Other attributes (desirable)

- Knowledge of local government operations and applicable legal and regulatory requirements an advantage.

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.

Key Selection Criteria

- Relevant tertiary qualifications in social sciences, or a related field; or lesser qualifications combined with substantial related experience.
- Demonstrated understanding of the Victorian Child Safe Standards and best practice in child safeguarding.
- Relevant experience and demonstrated competence in research, data analysis, report writing and communication.
- Highly developed and effective communication, interpersonal and influencing skills with demonstrated experience working collaboratively with a range of stakeholders.
- Demonstrated ability to manage time, set priorities, plan and organise their own work so as to achieve specific and set objectives in the most efficient way possible within set time lines.
- Demonstrated skills in developing innovative solutions to complex, new and existing problems.

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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.		Never/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		Never/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: