

POSITION DESCRIPTION

Position Title:	Child Safe Organisations Advisor
Location:	South East Queensland
Employer:	Bravehearts
Terms:	Social, Community, Home Care and Disability Services Industry Award 2010
Reports to:	National Child Protection Training Manager



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour or compromise and to continually ensure that the best interests human rights and protection of the child are placed before all other considerations.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

PURPOSE OF POSITION:

The role of the Child Safe Organisations Advisor is to partner with child facing organisations to implement initiatives to enhance and ensure that they are child safe.

The role will seek out opportunities within the child facing organisations market to expand the reach of Bravehearts' risk management services. As such, they will leverage their business acumen to support organisations to realise their obligations and responsibilities to protect the young people in their environments and thus implement best practice, sustainable solutions.

Term of Appointment

The term of appointment is permanent, full time 38 hours per week.

Remuneration range

SCHADS Award Level 6

Reporting Relationships

The Child Safe Organisations Advisor reports to the National Child Protection Training Manager

PRIMARY DUTIES AND RESPONSIBILITIES:

- Prospect for potential clients through market research, attending industry events, presenting at conferences and promoting Bravehearts' services;
- Prepare clear business proposals and quotes tailored to client needs;
- Engage potential clients and guide them through Bravehearts' ChildProtect service offering to assess their needs relating to child protection risks;
- Utilising the ChildProtect framework, structure tailored engagements that meet the clients' assessed needs;
- Using best-practice project management methodologies, deliver highly effective client engagements from commencement to closure. This includes leading meetings, facilitating workshops, reviewing and developing policies, conducting staff interviews, conducting site visits and risk assessments, designing training programs and preparing complex reports;
- Maintain the highest standards of relationship management to ensure potential and existing clients receive premium levels of service from Bravehearts;

- Meet and where possible exceed mutually agreed business activity targets to ensure the financial sustainability of the service offering;
- Build relationships both internally across all areas of Bravehearts' operations, and externally with EY ChildPlace counterparts to deliver effective Child Protect outcomes;
- Maintain an understanding of contemporary research, current trends, updates to legislation, industrial practice and leading practice as it relates to child protection and in particular child facing organisations; and
- Undertake periodic evaluations of ChildProtect services to ensure they reflect leading practice and up to date legislation and regulatory frameworks.

General Areas of Responsibility:

- Maintain professional and technical knowledge by attending professional development; reviewing professional publications; establishing personal networks; participating in professional societies;
- Manage your own health and safety in the workplace and ensure a physically and mentally safe workplace for the organisation;
- Participate in self-care activities and is responsible for your own self-care;
- Immediately report to your manager, any behaviours of concern towards children by any fellow staff member, volunteer, contractor or visitor to the organisation;
- Follow all organisational policies; and
- Work as part of a team to attain Bravehearts mission.

Personal Specifications:

Qualifications/Experience:

- A degree in related discipline (for example Human Resources, Business, Law, Psychology, Criminology, Social Work);
- Preferred experience in business development and change management within a business consulting environment;
- Demonstrated experience of conducting thorough risk assessments within an organisational setting;
- Preferred experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices;
- Demonstrated understanding of commercial organisations;
- Understanding of the institutional risks, roles and responsibilities that organisations should consider when interacting with children; and
- Demonstrated experience in designing and facilitating effective professional learning workshops.

Personal Qualities:

- Respect for privacy and confidentiality;
- Possess personal qualities that reflect the values of Bravehearts which are Integrity, Energy, Compassion and Respect ;
- High levels of verbal and written communication, as well as well-defined negotiation and mediation skills are essential;
- A strong sense of social justice;
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate; and
- Candidates must possess a current Australian driver's licence.

Skills and Abilities:

- Demonstrated ability to understand and anticipate client needs;
- Demonstrated ability to prepare clear business proposals and quotes tailored to client needs;
- Demonstrated ability to provide a high-quality consultancy and advisory service to management, staff and external bodies and to establish and maintain both integrity and confidentiality in dealing with issues of a sensitive nature;
- Strong ability to communicate, both verbally and in writing, to a wide range of people across national jurisdictions on a range of sensitive and complex issues;

- High level ability to present at public forums and conferences on workforce practices, evidence base and strategies to support child safe practices across a range of organisations;
- Work collaboratively with Bravehearts departments to communicate and facilitate continuous improvement opportunities identified through Child Protect engagements;
- Ability to travel interstate and overnight trips for client meetings, engagements and other business activities is essential;
- Ability to work well within a team environment;
- Exceptional organisational and time management skills; and
- Intermediate use of Microsoft office suite.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____