## POSITION DESCRIPTION

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### Catholic Education Office, Diocese of Ballarat

**POSITION TITLE: Safeguarding and Standards Adviser**

**REMUNERATION SCALE:** A competitive base salary between $100,00 to $120,000 p.a, commensurate with relevant experience and qualifications. Superannuation contribution in accordance with legislation is in addition to base salary. Access to salary packaging.

**REPORTS TO: Assistant Director People and Development**

**FULL TIME EQUIVALENT: 1.0**

**CLASSIFICATION: Full time, ongoing**

**LOCATION: Ballarat**

**AUTHORISED BY: Director of Catholic Education**

**DATE: September 2019**

**Primary Objective**

To develop, promote and monitor holistic safeguarding practices ensuring professional standards for the care of children and system obligations delivered with care and compassion; to inform and coordinate effective grievance and complaint handling processes; to support critical incident management processes; and to work effectively and collaboratively with parties involved in serving the mission and vision of the Diocesan Education Community.

**Accountability**

The Safeguarding and Standards Advisor is accountable to the Assistant Director People and Development.

**Delegations**

The Board of the Diocese of Ballarat Catholic Education Limited (DOBCEL) develops diocesan education policy and recommends it for ratification by the Bishop of Ballarat.

The DOBCEL Board delegates to the Director of Catholic Education the leadership, oversight and management of DOBCEL schools and the Catholic Education Office Ballarat (CEOB), the appointment, supervision and performance management of Principals of DOBCEL schools and CEOB staff.

The DOBCEL Board ratifies the appointment of Principals for DOBCEL Schools on the recommendation of the Director of Catholic Education and the local panel, in accord with the DOBCEL Principal Selection and Appointment Policy and Procedures.

The Director of Catholic Education delegates the leadership and administration of the school to the Principal in accordance with the DOBCEL Delegations Procedures.

**Job Environment**

Under the *National Framework for Protecting Australia’s Children 2009-2020*, protecting children is everyone’s responsibility. To create and maintain a child safe organisation, all Victorian schools must comply with [Ministerial Order No. 870 - *Child Safe Standards*](https://www.vrqa.vic.gov.au/childsafe/Pages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf) *(August 2016*). Within this context, Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe.

Foundational to Catholic schools and our work with students, families and communities is the building of genuine, authentic relationships based on fairness, integrity, respect, compassion and a belief in the dignity of each person. At times, there may be misunderstandings and issues at a school or within CEOB which need to be resolved satisfactorily in partnership with members of the education community. CEOB seeks to assist all our school communities in achieving positive outcomes when dealing with grievances and complaints from schools, colleagues, parents/carers and students.

**Key Responsibilities on commencement**

1. A commitment to the principles of Catholic education and the ability to realise the mission in the context of the Diocesan Education Community and the objectives and functions of this position.
2. Contribute positively as a member of the broader Diocesan Education Community

**Safeguarding Children**

1. Enact the implementation of the child safety strategy and code of conduct that informs and guides a culture of child safety.
2. Develop, maintain and support the application of safeguarding practices, policies and systems to ensure compliance with regulatory requirements aligned to the child safety strategy.
3. Provide diligent oversight and active management of child protection for CEOB and schools including adherence to legislation, audit requirements and liaison with child safety agencies including mandatory reporting.
4. Provide safeguarding support and professional advice to CEOB colleagues and schools ensuring they are aware of and are meeting legal and regulatory requirements
5. Inform suitable and effective process for safeguarding referrals, and provide specialist advice on suitable response and actions including advice on reporting concerns or allegations to Victoria Police, Victorian Institute of Teaching (VIT), Victorian Registration & Qualifications Authority (VRQA) and/or Commission for Children and Young People (CCYP)
6. Partner with the school, Department of Human Services (DHS), Catholic Education Commission of Victoria (CECV), and/or other appropriate teams or individuals in the management of expectations and requirements for children in out-of-home care to provide the foundations for educational success.
7. Confidentially and promptly conduct inquiries or investigations where required and implement subsequent recommendations and outcomes.
8. Build knowledge and capability of the Diocesan Education Community through targeted communication, resources and a range of safeguarding learning activities.
9. Connect with specialist training organisations such as Berry St or Mackillop Services regarding complex areas such as trauma informed classrooms.
10. Inform the management of the data required for all safeguarding-related processes including working with children checks, criminal record checks, training records, concern management.

**Critical Incident Support**

1. Provide critical incident management support and advice to schools working closely with CEOB staff such as the Planning, Risk & Facilities Manager, HR/OHS Manager, Psychologists etc.
2. Promptly act in accordance with delegated roles and responsibilities according to the Emergency Management Plan and Critical Incident flowchart

**Management of Grievances**

1. Inform the development and implementation of effective grievance and complaint handling processes directed to CEOB from staff, parents and others in the community
2. Manage the handling of grievances and complaints where escalated or not appropriate to be handled by the local school Principal (other than complaints about the Principal which should be escalated to the Assistant Director People and Development)
3. Engage the Education Consultant, or other appropriate CEOB representative where necessary to ensure adequate support to the local school Principal in the resolution of grievances and complaints
4. Build knowledge and capability of CEOB staff and school leaders through targeted communication, resources and professional learning opportunities

**Compliance**

1. Commitment to keeping up-to-date with changing legislation and standards and taking necessary steps to maintain compliance
2. Oversee the internal monitoring of activities to ensure compliance and provide regular reports and updates, as appropriate, to the CEOB System Leadership Executive for noting or action as required
3. Proactively participate as a member of relevant networks and committees including the DOBCEL Wellbeing Standing Committee, Child Wellbeing Reference Group, CECV Child Safety Working Party
4. Ensure compliance with relevant legislation and all DOBCEL and CEOB policies and procedures

It is not the intention of this position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position.

The accountabilities described within may be altered in accordance with the changing requirements of the role.

**Key Relationships**

* Assistant Director People and Development and the People and Development team
* Assistant Director System Improvement
* Education Consultants
* Team Leader Well Being
* Team Leader Learning and Teaching
* Principals, their leadership teams and school staff
* Wellbeing Standing Committee
* Child Wellbeing Reference Group
* CECV Child Safety Working Party