

## Role Description

DIOCESE  
OF  
BALLARAT  
CATHOLIC  
EDUCATION  
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Child Safe Standards Manager
TEAM LEADER:	Assistant Director of People and Development
TEAM:	People and Development
DATE:	October 2023
CLASSIFICATION:	Leadership team; Aligned to classification for Primary DP, Level 2 (Cat A)

---

### Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the governing authority for 58 DOBCEL Primary and Secondary schools and provides support to a further 6 Diocesan Secondary Colleges across Western Victoria from the Murray to the sea.

At the heart of Catholic Education in the Diocese of Ballarat is our focus on educating the whole person and the fullness of life for all. As a part of our team, you will have the opportunity for a meaningful career, contributing positively to school communities and the lives of our future generations.

Catholic Education Ballarat is committed to the safety, wellbeing and protection of all children and young people in its care.

DOBCEL is an equal opportunity employer. We value a diverse and inclusive workplace representative of the wider communities in which we operate.

### Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

### Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

### Role Purpose

The purpose of the Child Safe Standards Manager role is to promote a culture of child safety through the development of practical and legislative compliant child safe policies and procedures, programs and initiatives partnering with schools and CEB staff to build system-wide capability in support of a child safe culture.

*As partners in  
Catholic education  
and open to God's presence,  
we pursue fullness of life for all.*

## Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

As a member of DOBCEL's leadership team, this role will:

- Develop and maintain suitable policies, resources, practices, and systems to ensure compliance with changing regulatory requirements aligned with the CECV child safety commitment, Ministerial Order 1359 and Victorian Child Safe Standards, which inform and guide DOBCEL's commitment and approach to child safety.
- Lead and support the implementation of child safeguarding policies, resources, practices, and systems to ensure compliance and to enable Schools and the Catholic Education Office to foster a child-safe culture.
- Lead and develop professional development programs and other learning experiences to build child safety knowledge and capability of the Diocesan Education Community through targeted communication and resources.
- Document Child Safe Standards system links between curricular and student services functions (e.g., Student Wellbeing Framework) so that schools can demonstrate their evidence of compliance with the standards.
- Proactively partner with CEB colleagues to provide support to schools regarding the Child Safe Standards to enable a coordinated system approach.
- Facilitate the Diocesan Schools Child Safety Network and ensure that network resources are current and appropriate for use.
- Provide diligent oversight of child safety, including adherence to legislation, audit requirements and liaison with child safety agencies, including maintaining a central register for mandatory reporting.
- Provide child safeguarding support and advice to DOBCEL employees, including advice on [PROTECT protocols](#) and concerns or allegations that may need to be reported to Victoria Police, Victorian Institute of Teaching (VIT), Victorian Registration & Qualifications Authority (VRQA), Department of Families, Fairness and Housing (DFFH) Child Protection, and/or Commission for Children and Young People (CCYP)
- Advise and support the Executive Director as Head of Entity, and the Case Manager – Complaint Resolution regarding the reportable conduct scheme, including as the delegated nominee for DOBCEL with the Commissioner for Children and Young People ([CCYP](#)).
- Lead and support DOBCEL employees in implementing the [Child Information Sharing Scheme](#), [Family Violence Information Sharing Scheme](#) and [MARAM](#) frameworks in collaboration with the Wellbeing team.
- Lead the rollout of Child Link across DOBCEL's systems of schools.
- Proactively participate as a member of relevant networks and committees, including the DOBCEL Safeguarding and Wellbeing Standing Committee, and the CECV Child Safety Working Party.
- Regularly report to the Assistant Director of People and Development and the Executive Director on the tracking and management of child safeguarding-related matters to all Catholic Schools in the Diocese.
- Establish and maintain appropriate reports based on available data to ensure compliance and to inform continuous improvement and other opportunities for leadership and staff professional development.

## Skills, Capabilities and Key Selection Criteria

To be successful in this role, the employee needs to have the following skills and capabilities:

- Deep understanding of child protection requirements, child safe standards, reportable conduct scheme, related legislation, and the ministerial requirements for child safety.
- Sound knowledge, and the ability to proactively work with government and other relevant agencies concerning the welfare and protection of children.
- Enables others to understand the legislation and policy framework within which they operate to balance compliance with a strong culture of child safety.
- Proven ability to identify the needs of stakeholders and appropriate methods for engagement to drive strategies for effective partnerships across DOBCEL's system of schools and, when required, with external stakeholders.
- Excellent analytical skills, strong written and verbal communication skills, and the ability to confidently communicate solutions in a reasoned and practical manner.
- Ability to readily build rapport, gain professional credibility and maintain sound working relationships with a broad range of people and influence outcomes for a strong culture of child safety.

## Essential Requirements

The following are the requirements for this position:

- a commitment to work within and align with the DOBCEL Vision and Mission.
- relevant tertiary qualification in a related discipline (e.g., Child Safeguarding, Social Work, Child Protection)
- current Victorian or National Police Check.
- current Working with Children Check (if not VIT registered).
- current Victorian Driver's Licence.

## Responsibilities of all Catholic Education Ballarat Employees

### ***Safeguarding of Children and Young People***

*All DOBCEL employees must:*

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

### ***Health and Safety***

*DOBCEL is committed to providing a work environment that is safe and free of risks to health.*

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

### ***Partnering and Communication***

*All employees have a responsibility to demonstrate positive and effective communication.*

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

### ***Performance and Professional Development***

*All employees have a responsibility to undertake continuous professional development.*

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;
- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

### ***Policy***

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.