

Role Description



POSITION TITLE:	Manager Safeguarding and Standards
TEAM LEADER:	Assistant Director People and Development
TEAM:	People and Development
DATE:	September 2021

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB) work together to support the leadership of Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

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 Manager Safeguarding and Standards will be part of the People and Development Team. The purpose of the role is to promote a culture of child safety through the development of practical and legislatively compliant child safe policies and procedures. This role will partner with schools and CEB staff to monitor and support the implementation of the DOBCEL Child Safe policy suite, and to support a healthy school culture through effective and respectful complaint resolution in serving the mission and vision of the Diocesan Education Community.

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.

This role will be responsible for:

Safeguarding Children

- enacting the implementation of the CECV child safety commitment and code of conduct that informs and guides a culture of child safety;
- developing, maintaining and supporting the application of safeguarding practices, policies and systems ensuring compliance with regulatory requirements aligned to the CECV child safety commitment;
- providing diligent oversight of child safety for CEB and Schools, including adherence to legislation, audit requirements and liaison with child safety agencies, including mandatory reporting;
- providing safeguarding support and advice to DOBCEL employees, including advice on 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);
- supporting schools to conduct reportable conduct inquiries or investigations confidentially, and promptly enable Principals to implement subsequent recommendations and outcomes
- where required, engage an appropriately experienced external investigator;
- escalating to the Assistant Director People and Development any allegations of reportable conduct or complaints regarding alleged general misconduct regarding a DOBCEL Principal;
- supporting DOBCEL employees in the implementation of the Child Information Sharing Scheme, Family Violence Information Sharing Scheme and MARAM frameworks, in collaboration with the Wellbeing team;
- building child safety knowledge and capability of the Diocesan Education Community through targeted communication and resources;
- reporting to the Assistant Director People and Development and the Executive Director on the tracking and management of safeguarding related matters to all Catholic Schools in the Diocese. Establish appropriate reports based on available data and to ensure compliance.

Complaint Management

- developing and implementing effective complaint resolution processes for family, community, and students to escalate concerns from the local school level to CEB;
- recording, tracking and managing complaints using the agreed tracking software for accurate record keeping and retention requirements;
- managing the handling of escalated complaints and those not appropriate to be handled by the local school Principal;
- engaging the Education Consultant or other appropriate CEB representative, where necessary, to ensure adequate support to the local school Principal in the resolution of the complaint;
- escalating complaints about the Principal to the Assistant Director People and Development;
- reporting to the Assistant Director People and Development on the tracking and management of complaints. Establish appropriate reports based on available data and to ensure compliance.

Compliance

- keeping up to date with changing legislation and standards and take necessary steps to maintain compliance;
- proactively participating as a member of relevant networks and committees, including the DOBCEL Wellbeing Standing Committee, Child Safeguarding Reference Group, and CECV Child Safety Working Party;
- facilitating the Diocesan Schools Child Safety Network and ensuring network resources are updated;

- ensuring compliance with relevant legislation and all DOBCEL policies and procedures;
- responding to requests for information (RFI) as per the agreed protocol between CEB and the Diocese of Ballarat.

Skills & Capabilities

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

- strong understanding of child protection requirements, reportable conduct, related legislation and the ministerial audit requirements for child safety and agencies concerning the welfare and protection of children;
- experience in management of complaints handling;
- experience coordinating formal inquiries and investigations, and developed knowledge of the principles of procedural fairness and rights of the child;
- experience in case management and the implementation of subsequent recommendations and outcomes;
- 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 to influence outcomes for a strong culture of child safety.

Key Selection Criteria & Mandatory Requirements

The following are requirements for this position:

- a commitment to work within and align to the DOBCEL Vision and Mission;
- Degree level qualification (or professional equivalent) and relevant training in safeguarding/child protection;
- demonstrated knowledge and understanding of complaints management;
- excellent analytical skills, strong written and verbal communication skills, and a demonstrated ability to confidently deliver a solution-focused approach in difficult situations;
- ability to develop and maintain effective and respectful relationships with all stakeholders;
- current Victorian or National Police Check or willingness to obtain;
- 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.