

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Senior Project Officer - Practice and Safeguarding	Department	Community Programs and Cross Directorate Functions
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	National Manager Child Protection, Safeguarding and Practice	Date Revised	November 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0052144

■ Position Summary

Reporting to the National Manager Child Protection, Safeguarding and Practice, this role will support the embedding of good practice in child protection and adult safeguarding with a key focus on supporting the ongoing implementation and review of the National Principles for Child Safe Organisations across Australian operations. The role will also support the development of a national practice framework for Australian operations with a key focus on coordinating consultation, managing communication channels, stakeholder engagement and project management support.

■ Position Responsibilities

Key Responsibilities

- Working with the Child Protection, Safeguarding and Practice Team, provide coordination and support across domestic operations (including HR, Volunteering, States and Territories) to implement the National Principles for Child Safe Organisations
- Support with the coordination and development of a National Practice Framework
- Support with the sustainable delivery of Child Protection training, including developing support materials and facilitating sessions when required
- Proactively develop and maintain partnerships across Australian operations to best support the implementation of the National Principles for Child Safe Organisations and the National Practice Framework
- Plan, coordinate and facilitate forums, workshops and working groups.

■ Position Selection Criteria

Technical Competencies

- Practical knowledge in child protection and broader safeguarding practices in Australia (desirable)
- A good understanding of case management and the theories that underpin it (desirable)
- Strong project management skills, preferably using agile methodologies
- Demonstrated ability to build and maintain internal and external relationships at all levels
- Highly developed stakeholder management skills
- Highly developed coordination skills and strong ability to pull together, understand and synthesise critical information from multiple sources
- Maintain communication channels (e.g., Trello boards, Teams pages) and manage communications where required
- Highly developed verbal and written communication skills including the ability to conduct research
- Assist with prioritisation and planning
- Be transparent through sharing content and learnings across the organisation
- Experience working with people from a diverse range of backgrounds and demonstrated cultural competency.

Qualifications/Licenses

- Tertiary qualification in Social Work/ Social Policy/ Social Sciences or equivalent experience
- A Working with Children check is a mandatory requirement for this role.

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.