

# Position Description

<b>Title</b>	Program Lead, Safeguarding and External Reporting
<b>Business Unit</b>	Quality and Compliance
<b>Location</b>	130 Lonsdale Street, Melbourne
<b>Employment type</b>	Full time, Ongoing
<b>Reports to</b>	Manager, Safeguarding & External Reporting

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The Program Lead – Safeguarding and External Reporting will design, develop, implement, and drive a contemporary approach to safeguarding and streamlined investigations across Uniting. This includes analysing and continually improving the collaborative investigation practice at Uniting and improve the experience of all stakeholders.

Working closely with the Manager, Safeguarding and External Reporting and the Coordinator - Safeguarding and External Reporting, this role will be responsible for managing the interface between Uniting and the third-party investigations provider.

## 2. Scope

**Budget:** Nil

**People:** Nil

## 3. Relationships

### Internal

Key internal relationships that ensure success of the role:

- Senior Leadership Team
- Program Managers in areas with a high level of interface with Safeguarding requirements

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### Program Lead – Safeguarding and External Reporting

- People and Culture Team
- Coordinator - Safeguarding and External Reporting
- Quality and Compliance Division

#### External

- Third Party provider of investigations for Uniting

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#### 4. Key responsibility areas

The primary responsibilities of the role include but are not limited to:

- Ensuring the guidance from the Manager, Safeguarding and External Reporting is encompassed into the investigations to enable compliance with reporting requirements
- Active engagement with Operational teams, People and Culture lead (as appropriate) and Third Party investigations provider at commissioning to ensure all required investigations are completed in a timely way
- Coordinate the collation of records from Operational teams and People and Culture lead (as appropriate) to ensure the Third-Party investigators have the required information to conduct the investigations
- Active engagement with the Third-Party investigations provider throughout investigations to ensure timely progression and completion of investigations
- Work closely with the Coordinator - Safeguarding and External Reporting to ensure internal processes are completed efficiently and continually improved
- At the direction of the Manager, Safeguarding and External Reporting, complete and submit the required updates to regulatory bodies
- Where appropriate contribute to the writing and completion of Investigation Outcome and Case Reviews.

#### Quality Improvement

- In collaboration with the Senior Manager – Quality Improvement, ensure actions are documented within Uniting Quality Improvement Plans (as appropriate) in accordance with report recommendations from the external investigators
- Contribute to the creation and maintenance of a suite of tools and templates for the Incidents and Investigations Team.
- Contribute to the design and implementation of systems and processes for quality improvement, assisting **with training of other team members as required**

#### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).

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- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

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#### 5. Performance indicators

- Data is maintained and routine reporting is enabled which ensures current state for all consultations and investigations is transparent for Senior Leaders
- Within the control of Uniting, timeliness for investigations pertaining to Safeguarding meets the requirements of Uniting and our governing bodies
- Workflows for investigations at Uniting are clear, documented and continually improving
- Investigations are not delayed due to action or inaction by Uniting

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#### 6. Person specification

##### Qualifications

- Bachelor level degree in social work or related discipline desirable
- Certificate 4 in Government Investigations beneficial, however not essential

##### Experience

- >5 years' experience in the Child, Youth Family sector, Disability sector and/or Early Learning sector
- Experience in Safeguarding case reviews and/or investigations
- Extensive experience communicating and coordinating active programs of work across teams
- Exceptional organisational skills, prioritisation skills, attention to detail and time management skills, and a drive to work in a face passed, collaborative environment.

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Communication:** high level skills in communication regarding complex matters.
- **Data analysis:** proven capability to scope, plan, manage and deliver complex improvement initiatives
- **Consumer engagement and advocacy:** high level understanding of how to engage, communicate with and advocate for consumers with complex vulnerabilities. This includes but is not limited to children, young people, and individuals experiencing disability, mental health issues and those who have experienced complex trauma.
- **Influence and negotiation:** Ability to give and gain cooperation at all levels.
- **Problem solving:** proven high level of analysis and complex problem solving.

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#### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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**Program Lead – Safeguarding and External Reporting**



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**8. Acknowledgement**

**I have read, understood, and accepted the above Position Description**

**Employee**

Name:

Signature:

Date: