



Position Description

Job Title: Assistant to the Child Protection and Issues Management Officer

Reporting to: Child Protection and Issues Management Officer

Relationships: Chief Commissioner, Deputy Chief Commissioner Child Protection, Support and Compliance, State Commissioner Members Support

Location: Level 1, Quad 3. 102 Bennelong Parkway, Sydney Olympic Park NSW 2127

Purpose of the Position

The position provides wide-ranging administrative support to the Child Protection and Issues Management Officer including involvement in the development of procedures and policies and providing administrative support regarding the oversight of behavioral management issues.

The primary objective of the role is to assist the Child Protection and Issues Management Officer with the effective management and resolution of behavioral issues and the development of best practice child safe strategies.

Key Responsibility Areas & Key Performance Indicators

Key Responsibility Areas (KRAs)	Key Performance Indicators (KPIs)
Administrative Support	<ul style="list-style-type: none"> • Provide support to and assist the Child Protection and Issues Management Officer in responding to requests from external authorities • Accurate collation and recording of information including scanning, filing and archiving relevant (often sensitive) documentation • Organise information and files systematically so that it can be easily retrieved and used by other members of the Child Protection Function • Assist with ongoing project work relating to the Child Protection Function • Take sensible measures to protect the security of confidential information

Fact Finding	<ul style="list-style-type: none"> • Make contact with relevant Scouting leaders and groups to establish factual information • Record information through accurate and factually correct file notes
Positive contribution to culture of child safety	<ul style="list-style-type: none"> • Actively assist with development of best practice child safe strategies • Assist in developing internal procedures relating to inter alia Working with Children Check and Police Check processes, including timely verifications • Assist with the implementation of assurance checks relating to the status of Working with Children Checks and Police Checks • Oversee additional thorough background screening checks (e.g. reference checks) of Adults members where appropriate to minimise/completely prevent threats to child safety • Immediately forward and report any personal or member concerns of child welfare or safety to the Child Protection and Issues Management Officer • Immediately inform the Child Protection and Issues Management Officer of all allegations or convictions of a child protection nature against an employee or adult member of which you become aware • Ensure compliance with Child Protection legislation and liaison with DoCS
Maintain quality relationships	<ul style="list-style-type: none"> • Build quality relationships through positive and effective open communication with Scouts Australia NSW members and staff • Work with the Child Protection and Issues Management Officer and other

	contacts to filter and prioritise queries and issues and redirect or resolve where appropriate
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Education, Skills and/or Experience Requirements

Essential	Desired
Higher School Certificate or equivalent	Any background in law, social work, welfare, or psychology
Excellent attention to detail, time management and organisation	Experience working with youth programs or youths in another capacity
Ability to work autonomously with minimal supervision whilst remaining an involved and active team contributor	Previous experience in Scouting
An admin, secretarial or personal assistant background	
Demonstrated competence in the use of web-based applications and Microsoft Office applications (Word, Outlook, Excel)	
An understanding of the need to preserve confidentiality and treat sensitive information with utmost caution	
Excellent written and verbal communication skills	



Acknowledgement

Employee Name _____

Employee Signature _____

Date ____ / ____ / _____

Manager Name _____

Manager Signature _____

Date ____ / ____ / _____

Performance review period: At end of agreed period of work.

Next review date _____

Approved by General Manager (Signature): _____ Date _____