

Position Description – Senior Project Officer (Child wellbeing)

Position Details

Position Title:	Senior Project Officer (Child wellbeing)
Portfolio:	Social Policy & Research
Location:	CBD/online
Employment:	Fixed term - 1 year (continuation pending funding)
Time Fraction:	Full time (0.8 negotiable)
Remuneration:	TBC

Centre for Excellence in Child and Family Welfare Inc.

The Centre for Excellence in Child and Family Welfare (the Centre) is the peak body for child and family services in Victoria. For over 100 years we have advocated for the rights of children and young people to be heard, to be safe, to access education and to remain connected to family, community and culture. We represent over 150 community service organisations (CSOs), students and individuals throughout Victoria working across the continuum of child and family services, from prevention and early intervention to the provision of out-of-home care.

The Centre provides public policy and program advice, delivers sector training, facilitates and publishes research, advocates for positive reform and works with our member agencies to make sure children and families have access to the services and supports they need. We also provide consultancy services for the child and family services sector, run regular forums across a range of policy and practice areas to capture the views of child and family services organisations and their clients, and manage various projects designed to improve practice in the sector.

The Centre is a diverse and inclusive workplace, committed to the health, wellbeing and cultural safety of our staff. We encourage applicants of any background, culture, gender, and experience to apply for roles as these become vacant.

Position Summary

This new role sits within the Centre's Social Policy & Research team. It is funded by Family Safety Victoria to support key workforces to maintain child wellbeing, use a child rights lens, identify and prioritise what is in the child's best interests, and work in ways that promote children's participation in the decision making and processes that affect them. It is about supporting professionals to keep children first and foremost in our service system responses and making sure they are safe and their wellbeing is nurtured.

The framing of this work will be 'Child wellbeing is everybody's business'. A key aspect of the project will be to increase understanding of the pillars of wellbeing, which includes safety, and that recognition of these pillars is core to all work with children.

Reporting Line

- Reports to: Deputy CEO, Director Social Policy and Research
- Reporting to this role: Nil

Organisational Accountabilities

The Centre is committed to the health, safety and wellbeing of its staff. The Centre and its staff must comply with a range of statutory requirements including equal opportunity, occupational health and safety and privacy. The Centre requires staff to comply with its policies and procedures and related statutory requirements. Appointees are accountable for completing training on these matters and making sure their knowledge is up to date.

Key Accountabilities

1. Undertake a program of work aimed at building greater confidence and capability among professionals coming into contact with children to better understand the critical importance of child wellbeing (which includes safety)
2. Contribute to the evidence base on effective practice in relation to child wellbeing, including supporting the development of more interdisciplinary approaches to meeting child wellbeing needs
3. Contribute to the identification of relevant data fields to promote more efficient, timely and relevant data collection to enable a child's interaction with and journey through the service system to be tracked and reported
4. Develop practical tools and resources to improve confidence, understanding and capacity to implement child wellbeing approaches that work
5. Develop and maintain productive and collaborative relationships with relevant professionals from a wide range of sectors, workforces, peak bodies and government, including Orange Door workers, child and family services, family violence, men's services, homelessness services and community health services, including AOD
6. Identify opportunities to initiate collaborations and activities that will promote the key objectives of this role and grow the reach and impact of this work
7. Represent the Centre at external meetings, liaise with and provide and seek advice from internal and external stakeholders
8. Undertake other duties as directed

Key Selection Criteria

- Demonstrated experience working as a highly skilled practitioner with children and/or their families experiencing vulnerability
- Demonstrated understanding of and ability to work with sectors and workforces that intersect with children experiencing vulnerability
- Highly developed stakeholder engagement and management skills
- Ability to undertake research reviews and analyse quantitative and qualitative data
- Ability to develop practice tools and resources and curate information into accessible online products for professionals
- Ability to deliver a project successfully, with limited direction, within a specified timeframe and budget

Qualifications

1. A relevant tertiary qualification (and/or experience within the community services sector)

Conditional Employment Requirements

1. National Police Check
2. Working with Children Check
3. Current Australian Driver's Licence (Desirable)