

## Position Description

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Position title:	Head of Digital Citizenship Programs
Team:	Policy & Prevention
Reports to:	Director, Policy & Prevention
Job type:	Full Time, 3-year contract
Date:	August 2022

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### About the Alannah & Madeline Foundation

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac AM and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover and protect them from bullying and violence
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation also supports Dolly's Dream, educating and empowering families and communities to prevent the devastating effects of bullying.

Our organisation has the highest commitment to child safety, and our Child Safe - Policy outlines our safe practices for children.

Our organisation values are embedded into every way in which we operate at the Foundation. Everyone has a responsibility to promote and demonstrate our values: *We act with courage, We are stronger together, We are curious, We believe accountability matters and We act with empathy, always.*

### Position in context

Reporting to the Director, Policy & Prevention, the Head of Digital Citizenship Programs is an organisational leader and a member of the Policy & Prevention team.

This is a new role, created to drive the strategic agenda of eSmart and will play a key leadership role in contributing to the vision and purpose of the Foundation, leading its impact focus of empowering positive digital citizens.

eSmart is an initiative of the Alannah & Madeline Foundation that aims to support schools to provide a supportive and connected social environment (and develop a culture, skills and competencies that promotes the safe, smart, and responsible use of technology).

eSmart is going through a significant period of change and growth that has led to the creation of this new role.

The Head of Digital Citizenship Programs will have responsibility for a small team of direct reports within the eSmart area and will oversee new product and content development, strategic partnerships, funded deliverables, and agreements with government. The Head of Digital Citizenship Programs will also provide policy advice to the Director, Policy & Prevention and lead the planning, performance, and evaluation all eSmart and related activities.

This role is formally based in South Melbourne. At the Foundation we work in a flexible way: how and where you work is discussed with each staff member based on individual circumstances and business needs.

### Major job responsibilities

- Support the Director, Policy & Prevention in leading the operationalising of the Foundation's strategic goal of "empowering positive digital citizens" through the development and monitoring of work plans, project management, as well as specific action and program plans of staff.
- Shape and drive the programmatic response that executes the organisation's vision in relation eSmart, including providing project management, program, and product oversight.
- Drive continuous improvement across eSmart entrenching an evidence-based approach to work informed by, as well as, contributing to research where possible.
- Lead the evaluation of key eSmart programs and activities, including the design and delivery of program and organisational evaluations.
- Build and maintain key external relationships, including senior government and funder stakeholders.
- Represent the Foundation at key external meeting and events as appropriate, including with Government and funding agencies.
- Lead, coach and develop a high performing, adaptive team.
- Contribute to the overall leadership and management of the Foundation as part of the organisation leadership team.
- Developing long-term relationships with key internal and external stakeholders and organisations.
- Contributing positively to the Foundation's culture of **We are stronger together** through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the Director, Policy & Prevention or Executive Leadership Team.

## Knowledge, experience & requirements

- A minimum of three years' experience in leadership at a senior level within the digital, education, community, or health promotion sectors (essential).
- Demonstrated experience in building strong and trusted partnerships (including Government) and a commitment to designing and delivering programs that will support effective primary prevention (highly desirable).
- Subject matter expertise and/or experience in online safety, digital wellbeing and digital literacy (highly desirable).
- Relevant qualifications and/or experience in business management, project/program management or product development or a relatable field (highly desirable).
- Established networks with key stakeholders, including Government, education, research, and community agencies.
- Demonstrated success in project management.
- The ability to develop quality documentation, written reports, and correspondence in a clear and concise manner, including the ability to interpret and respond to Government and other funder's requirements.
- Demonstrated experience in managing a diverse staff team, including the provision of individual supervision to direct reports.
- Proficiency and competency in using a range of computer applications, including accounting software, the Microsoft Office suite of applications, a variety of data bases such as CRM data bases, all combined with a high level of accuracy and attention to detail.
- Excellent organisational skills and the ability to work to deadlines with minimal supervision.
- Demonstrated ability to build strong and enduring relationships with key internal and external stakeholders.
- A commitment to work outside standard office hours for key events.
- A Working with Children Check and police check.