

POSITION DESCRIPTION

General Information:	
Position Title:	National Manager, Child Safeguarding & Engagement (12-month maximum term contract)
Incumbent:	N/A
Function & Team/Program:	Finance
Location(s):	Flexible
Manager's Position Title:	Chief Finance Officer
Manager's Name:	Anne Edwards
Date Prepared:	Updated 20th April 2026
Prepared By:	Jason Weise and Anne Edwards
Approved By:	Anne Edwards

Primary Purpose of this Position (<i>why does the role exist?</i>)
<p>The purpose of this role is to provide Child Safeguarding leadership and advice to the organisation. With a responsibility to ensure The Smith Family being a Child Safe Organisation that has appropriate culture, capability and systems that prioritises child safety, rights and wellbeing in all we do. The role performs the function of National Child Safety Contact person and oversees the Student and Family Engagement team.</p>

Scope:	
Direct Reports to this Position	Indirect Reports
By Position Title	Total Number
<ul style="list-style-type: none"> Project and Design Lead - Student and Family Engagement 	<ul style="list-style-type: none"> Ad hoc volunteers, consultants and labour hire team members as required
Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income & expense budget, etc</i>)	
Direct control	Indirect control
<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> Provide estimates and forecast potential training for team members across the organisation Provide and forecast the cost of future projects required to adhere to legislative requirements, industrial requirements and

	the cost of projects that ensure that TSF is breaking grounds/being at the forefront of child safety
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Other Dimensions of this Position	
e.g. Number of programs, site responsibility, geographic spread of team	
<ul style="list-style-type: none"> Engaging and influencing cross-functionally implementation of Child Safeguarding strategies and actions. Keeping up to date about legislative changes to Child Safety legislation related to TSF's industry. Providing recommendations to achieve and exceed any new legislative requirements Keeping informed of potential changes to legislative Child Safety requirements and proactively recommend a sustainable strategy. 	

Setting Priorities (how is work prioritised)	
How often does employee prioritise their own work?	Daily, Weekly, Monthly, Quarterly and Yearly
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	Influences the work of team members in particular senior people leaders across the organisation to ensure Child Safety strategy and actions are implemented in an appropriate time frame.

Key Relationships (Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)	
Internal	<ul style="list-style-type: none"> Executive Operational Leadership Team National Managers / Group Managers National Child Safety Governance Group Executive Child Protection Group Regional Program Managers State and Territory Operations Team Learning & Organisational Development Team People & Culture Team Policy, Programs and Research teams Governance, Risk, & Compliance Team Marketing & Fundraising Team Digital and Transformation Team Communication Team
External	<ul style="list-style-type: none"> Consultants Sector Peers National Office for Child Safety National Redress Scheme

Key Decision Making in this Role: (What are the key decisions and recommendations made in this role?)	
Decisions Expected	
<ul style="list-style-type: none"> Day to day decisions regarding executive support for organisation-wide Child Safeguarding governance, as agreed 	

- Prioritisation of own and team workload
- Communication strategies for agreed initiatives and activities
- Change management plans for agreed initiatives and activities
- Determine action plans timelines in relation to training, information sessions as appropriate in relation to changes to legislation
- Determine when managers across the organisation must implement new strategies, actions and training, as decided by legislation and The Smith Family.
- Decide the timetable for auditing the organisation against The Smith Family's Child Safety Framework

Recommendations Expected

- Drafting Child Safeguarding priorities and identify risk mitigation actions across the organisation to ensure implementation
- Recommend policies, procedures and actions plans to be implemented in relevant teams and directorates to ensure The Smith Family is compliant in relation to Child Safeguarding
- Draft a Child Safeguarding Governance framework and extrapolating priorities for the Executive and Senior Leaders re changed/improved policy, programs and activities to achieve required outcomes that meets the organisational vision and legislative requirements
- Recommend training requirements which is appropriate for different Departments and teams within the organisation
- Recommend strategies and action plans to achieve legislative compliance and adherence to TSF's Child Safeguarding vision
- Recommend review process to ensure The Smith Family is compliant at all times regarding Child Safeguarding legislative requirements as well as achieving the organisation's vision in this area

Every Team Member at The Smith Family:

- Is expected to uphold The Smith Family Values and Culture;
- Understands and complies with the Child Safeguarding Framework;
- Takes reasonable care for the health and safety of themselves and others;
- Understands and complies with the Workplace, Health and Safety Systems;
- Reports hazards and incidents and participates in risk management as required.

Key Responsibilities / Accountabilities:	
Major Area: Key Incident Advice	% of Job Total: 20%
Provide advice (informed by child safety best practice and organisational/program context) on critical or key child safety incidents as needed	
Support internal investigations as needed	
Perform the role of National Child Safety Contact as required	
Support responses for Requests for Information from National Redress Scheme	

Key Responsibilities / Accountabilities:	
Major Area: Child Safeguarding Risk Management Leadership	% of Job Total: 15%
Develop policies, processes, programs and practices related to child safeguarding risk management leadership requirements whilst providing individual advice to people leaders	
Demonstrate child safeguarding risk management best practice for the organisation	
Uplift Child Safeguarding risk management capabilities across the organisation, focusing on members of the Executive Child Safeguarding Group and National Child Safety Contact	
Develop resources (e.g. tools, templates, training etc) to bring to life what it means to take a "Risk Management Approach" for Child Safeguarding considerations	

Key Responsibilities / Accountabilities:	
Major Area: Child Safe Organisation – Culture, Capability, & Systems	% of Job Total: 40%
Work with business areas to fully embed the National Principles for Child Safe Organisations across all areas of our organisation	
With CFOO, facilitate the organisation's child safeguarding governance processes, including the Executive Child Safeguarding Group and National Child Safety Group	
Develop innovative approaches to lead/champion our child rights and participation efforts (e.g. Student & Family Engagement)	
<ul style="list-style-type: none"> • Oversee the work of the Student and Family Engagement team to ensure that the voice of students and families is increasingly incorporated into organisational decision making • Increasing the frequency of engagements with students and families at TSF through frameworks, coaching and support • Building engagement skills by experimenting with deeper, more complex and collaborative work • Demonstrating accountability to students and families during and following engagements • Collaborating with the strategy team to identify opportunities for key organisational initiatives that will benefit from student and family engagement • Evaluating progress against the strategy and value delivered by the engagement of students and families 	
Responsible for developing policies and processes that ensure appropriate initial and ongoing training is provided to all team members	
Lead/facilitate internal and external child safeguarding communications that increase awareness and capability (e.g. Child Protection Week, CEO Updates, etc)	
Maintain SmithNet 'All about child safeguarding' as a key resource for team members	
Oversight and facilitate Organisational Child Safeguarding key Indicator reporting	

Key Responsibilities / Accountabilities:	
Major Area: Continuous Improvement	% of Job Total: 15%
Develop and implement processes that ensure that our Child Safeguarding Approach remains aligned with legislative requirements, contemporary research and practice	

Led/facilitate continuous improvement process that regularly review and further strengthen our child safeguarding approach
Develop and implement organisational Risk Review Process of Child Safeguarding to ensure the organisation is compliant, adhering to contemporary research to ensure policies procedures are updated (at least annually and as needed)
Develop and implement a review process for the organisation of our Child Safeguarding Framework to ensure a review is undertaken and informed by current best practice (at least every 3 years or as needed)
Undertake an organisational Review of our implementation against the National Principles for Child Safe Organisations is undertaken (at least bi-annually and as needed)

Key Responsibilities / Accountabilities:	
Major Area: People and Team Leadership	% of Job Total: 10%
Provide people and team leadership of direct reports through: <ul style="list-style-type: none"> • Coaching, performance and career development • Prioritisation and planning of work across planning cycles • Establishing effective ways of working 	

Key Challenges in Achieving Goal(s): (What are the key challenges faced by this role in meeting goals/objectives)
<ul style="list-style-type: none"> • Managing the expectations of a wide range of internal stakeholders. • Working in a dynamic matrix environment. • Maintaining core consistency of approach in differing contexts. • Supporting CFOO to ensure that all team members have a common understanding of the Child Safeguarding Framework, and that practice is consistent with policy guidelines. • Influencing Senior Leaders of best practise Child Safeguarding

Qualifications, Experience and Competencies: (What background, knowledge, experience or competencies are required to perform the role at the expected level?)

	Essential	Desirable
Education / Qualifications / Memberships:	<ul style="list-style-type: none"> • Tertiary level qualification in relevant discipline and/or demonstrable transferrable skills in a similar or related role 	
Experience:	<ul style="list-style-type: none"> • 5 years' experience in a similar position • Senior experience in Child Safeguarding • Experience in organisational child safeguarding policy and practice development • Experience in change management • Experience in presenting to and influencing senior level stakeholders • Experience in people and team leadership 	<ul style="list-style-type: none"> •
Competencies:	Essential	Desirable

	<ul style="list-style-type: none">• Understanding of and ability to interpret and apply legislation in practice, including Commonwealth and STO requirements re Child Safeguarding, Privacy, Diversity, Inclusion and Discrimination prevention.• Excellent problem-solving and prioritisation skills.• Excellent influencing and negotiation skills.• Capacity to identify and analyse opportunities, exercise judgement and make decisions.• Strong written and verbal skills in a range of formats.• Excellent interpersonal communication skills with a diverse range of stakeholders including stakeholder engagement / consultation processes.• Strong presentation and workshop facilitation skills, across a range of delivery formats.• Strong project management skills	
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