

Nillumbik Shire Council Position Description

Our Vision, Values and Customer First Commitments

The way we work together and provide services to the Nillumbik community is guided by a culture reflected in Nillumbik’s vision and values. All employees are expected to embrace our vision and make a genuine commitment and contribution to the organisation’s values and customer first commitments. Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace.

Community is at the heart of the Shire of Nillumbik. We work to keep our community engaged, connected, active and supported in a healthy, safe and sustainable environment. The Community Vision – Nillumbik 2040 captures the essence of what is most valued about our community and our Shire. Our Vision is centred on the themes of: Our People, Our Place, Our Future and Our Council.

Nillumbik’s values

- Respect 

- Integrity 

- Collaboration 

- Adaptability 

- Community 

Our Customer First Commitments

1. Empathetic

2. Consistent

3. Effective

4. Simple



Our Customer First Commitments represent our efforts, thinking and aspirations to deliver a great experience to our customers both internally and externally.

Our Customer First Commitments	What this means to us
Empathy	We listen, understand and respect our customers
Consistent	We provide accurate, timely and transparent information
Effective	We focus on quality processes and outcomes
Simple	Our processes, documentation and information are easy to obtain and follow

Nillumbik Shire Council Position Description

Position Title:	Child Safety and Wellbeing Advisor
Position Number:	1381
Classification:	Band 6
Tenure:	0.4 EFT Temporary until 31 August 2025
Directorate:	Communities
Department and Unit:	Community Programs
Reports To (Title):	Manager Community Programs
PD approved by (Manager or Director Title):	Manager Community Programs
Date approved by Manager or Director:	January 2025
Date approved by HR:	January 2025

1. Position Purpose

Sitting within the Communities Directorate, this department is responsible for the delivery of programs to the community, supporting external community service providers and advocating for service provision on behalf of the community.

The Department consists of five key delivery areas:

1. Maternal and Child Health and Immunisation Program
2. Early Years
3. Disability Inclusion and Volunteering
4. Community Support Services
5. Child Safety

With support from the Manager Community Programs, ensure that Nillumbik Shire Council is compliant with the Victorian Child Safe Standards and Reportable Conduct Scheme by developing, implementing, and continually improving child safe practices, and continuing to embed the principles of child safety into organisational culture and business practices.

2. Position Objectives

Nillumbik Shire Council (NSC) is committed to ensuring the safety of children and young people, by implementing and continuously improving best practice child safety.

This position will:

- Facilitate and drive the organisational Child Safety and Wellbeing Improvement Plan (the Plan), supporting responsible officers, units and department to achieve the actions set out in the Plan.
- Be responsible for reporting the progress and child safety matters to the internal Child Safety and Wellbeing Steering Committee.
- Convene the internal Child Safety and Wellbeing Working Group as per Terms of Reference.
- Develop and strengthen the capacity and knowledge of Child Safety within the organisation and the community by developing, implementing, and continually improving child safe practices, and continuing to embed the principles of child safety into the culture of NSC.

3. Key Result Areas

3.1 Project Management

- Coordinating child safe initiatives, communications and projects including engagement with children and internal and external stakeholders to deliver outcomes required to meet organisational Child Safety goals

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- Liaise and support internal officers and units across the organisation to action improvements to Child Safe practices as per the organisations Child Safety and Wellbeing Improvement Plan
- Play a lead role in NSC's Child Safety and Wellbeing Working Group
- Ensure that NSC is represented and active in the Victorian Local Government Child Safe Working Group
- Provide specialist advice to the Manager Community Programs regarding Child Safety Legislation and Reportable Conduct Scheme

3.2 Continuous improvement

- Engage with networks and regulators to identify and drive continuous improvement in relation to child safety.
- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Continually strive for innovative approaches to the role, and identify systems and programs that will support smart and efficient business operations.
- Promote and encourage flexibility and efficient collaboration throughout the organisation by supporting and addressing or referring opportunities and challenges facing the organisation.
- Contribute to the development and review of procedures to ensure continuous improvement and support implementation as required.

3.3 Customer service and relationships

- Ensure that Council's objective of customer service excellence is reflected in day to day operations by providing responsive, timely and high quality follow-up to enquiries, service requests and complaints from all customers.
- Establish working relationships that support a collaborative working environment.
- Fosters and builds relationships at all levels throughout the organisation.
- Contribute to a positive workplace by communicating with and respecting colleagues and participating in team meetings, workshops and events.

3.4 People, culture, safety, health and wellbeing

- Demonstrate organisational values and actions that align with the organisation's expectations and vision.
- Ensure compliance with Council policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other industrial instruments.
- Create, maintain and foster a safe work environment at all times and perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Respond in the event of a disaster as per assigned key duties and responsibilities documented in Council's Emergency Management arrangements and Business Continuity Plan.

3.5 Legal Compliance

- Maintains an awareness of and adheres to relevant Acts, Regulations, Council policies and procedures relevant to the duties undertaken, including:
 - Child Wellbeing and Safety Act 2005
 - Equal Employment Opportunity, supporting equity and fairness
 - Occupational Health and Safety, supporting a safe workplace

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- Risk Management, reducing the opportunity for fraud
- Emergency Management, Business Continuity to support ongoing service delivery
- Privacy, Confidentiality and Conflict of Interest maintaining the integrity of Council

4. Job Characteristics

4.1 Accountability and extent of authority

- Works under general and regular supervision of the Manager Community Programs.
- Work is guided by a combination of the organisational improvement plan, regulations and policies, and is subject to regular reporting mechanisms.
- In consultation with Manager, work can be delegated to individuals and teams to develop and deliver on child safety processes and practices
- Position is required to provide support, expert advice and on-the-job training to staff and business unit across the organisation and the Child Safety and Wellbeing Governance Groups.

4.2 Judgement and decision making

- Objectives of the work are not always well defined.
- Methods, procedures and processes to complete the work are generally developed from theory or precedent.
- Problem solving is a key component of the role and may involve improving and/or developing methods and techniques generally based on previous experience, and may involve the application of these techniques to new situations.
Guidance and advice are usually available within the organisation or from broader networks

4.3 Qualifications

- Degree qualified in related discipline (human resources, project management, safety/risk, compliance, justice, social work, psychology, community or human services).
- Valid driver's licence

4.4 Experience

- Experience in implementation of Victorian child safety legislation as it applies to whole of organisation operations in a Council, Public Sector or Educational setting.
- Experience in a compliance or policy-related position.
- Experience in building organisational and individual capacity and continuous improvement principles.
- Experience in creating a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

4.5 Specialist Skills and Knowledge

- Knowledge of Child Wellbeing and Safety Act 2005
- Understanding of Child Safe Standards, Reportable Conduct scheme and legislation impacting child safety
- Experience in drafting, presenting and coordinating committees and working groups, including the provision of high quality agendas, minutes, reports and presentations
- Understanding of the long-term goals of the centralised child safety function in which the position is placed and of the relevant policies of both the unit and the wider organisation.

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- Sound understanding of program development and implementation of projects that address knowledge and capacity building with a focus on equality, inclusion and diversity
- Understanding of the risks, roles and responsibilities that organisations interacting with children should consider
- Developed understanding of Local Government, its objectives and issues affecting it.

4.6 Management Skills

- Ability to manage time, set priorities, plan and organise one's own work, and that of other employees when required and within agreed timelines.

4.7 Interpersonal Skills

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community (Mandatory)
- Highly developed oral and interpersonal skills.
- Ability to discuss and resolve problems.
- Requires strong written communication skills to write detailed and non-standard reports and correspondence, and the comprehension skills to interpret, proof-read and review detailed reports and written material of others.
- Requires ability to gain co-operation and assistance from co-workers and colleagues
- Must be able to liaise effectively with their counterparts in other organisations to discuss specialist matters, and with other employees within their own organisation to resolve intra-organisational problems.
- Highly developed emotional intelligence.

5. Physical Requirements

Posture	<ul style="list-style-type: none"> • Sitting at a desk, work station or in meeting rooms • Driving a vehicle to other locations, as required • Standing and bending • Walking on uneven surfaces
Upper Limb / Body	<ul style="list-style-type: none"> • Lifting and lowering materials, e.g. getting materials from shelves, putting material in and out of a vehicle • Pushing, pulling and lifting, e.g. setting up for the program, lifting materials, pulling or pushing the carts and barrows • Some handwriting • Some sustained neck flexion may be required when reading documents
Trunk	<ul style="list-style-type: none"> • Some twisting, e.g. access desk drawers • Carrying items, e.g. materials for the program • Bending below the knee
Work Environment	<ul style="list-style-type: none"> • Indoor air conditioned offices with carpeted floors • Adjustable chair provided
Weights	<ul style="list-style-type: none"> • Lifting weights up to approximately two reams of A4 paper/laptop computer
Other	<ul style="list-style-type: none"> • Interacting with internal and external customers • Simultaneously talking on the telephone and writing down notes • Climbing of stairs between levels (shire office also has a lift available) or to get in or out of workplace.

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6. Key Selection Criteria

- Demonstrates behaviours in line with Council's Values with working with others including colleagues and the community – Respect, Integrity, Collaboration, Adaptability, Community (Mandatory)
- Degree qualified in related discipline (human resources, project management, safety/risk, compliance, justice, social work, psychology, community or human services).
- Experience in implementation of Victorian child safety legislation as it applies to whole of organisation operations in a Council, Public Sector or Educational setting.
- Experience in a compliance or policy-related position
- Ability to gain co-operation and assistance from co-workers and colleagues to drive individual and organisational compliance
- Understanding of the risks, roles and responsibilities that organisations interacting with children should consider
- Valid Victorian Drivers Licence.

7. Other relevant information

- This position requires a Working with Children Check. The successful applicant must provide a copy of their WWC Check Card to Nillumbik Shire Council prior to commencement for placement on their Personnel File, and notify the Department of Justice within 21 days of commencement of employment with Nillumbik Shire Council.
- This position requires a pre-employment police check. This check will be organised by Nillumbik Shire Council as part of the recruitment process. Permission will be sought prior to this check being undertaken.
- This position requires a pre-existing injury and medical declaration form. This form will be provided to you for completion by Nillumbik Shire Council as part of the recruitment process.
- This position requires evidence of qualification documentation.

8. Recruitment information

Nillumbik Shire Council is committed to equal employment opportunity and encourages applications from people with disability, First Nations people and gender diverse people. Applicants will be considered based on merit as per relevant skills, qualifications, and experience. We are committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. . Nillumbik Shire Council prides itself on being a child safe organisation and has zero tolerance for child abuse.

Applicants must have, and provide proof of, the legal right to work in Australia.

The successful applicant will be required to sign a copy of the Position Description to state that they have read and understood and agree to all requirements.

9. Application information

To obtain any additional information regarding this position, please contact **Narelle Hart**, Manager Community Programs on 0419 002 987. Applications can be submitted online at [Nillumbik Website](#) until 10pm (AEDT), Friday 21 February 2025.

Nillumbik Shire Council is committed to making reasonable adjustments to provide a positive, barrier-free and supportive workplace. With one in five Australians identifying as having a disability, Council is committed to providing the best possible experience for everyone, regardless of their ability. This position description can be provided in an alternative format, by request. Applicants being offered an interview with Council are encouraged to advise if any adjustments are required to support them during the interview process. If you need any support or reasonable adjustments at any stage during the recruitment process, please contact Human Resources at hmail@nillumbik.vic.gov.au