



**Compliance and Safeguarding Manager**  
**(Maternity Leave Position – 12 months)**

To be successful in this role you will have proven experience in assessing safeguarding risks and have exceptional relationship building and engagement skills. The ideal person will come from a child protection background with the ability to lead change.

A strong working knowledge of child safe, youth and vulnerable people legislation is essential, along with previous experience in assessing safeguarding risks. You will be able to handle confidential information in a professional manner, be self-motivated and able to work in a highly reactive environment where children and vulnerable people's welfare is the top priority.

We are looking for someone who can continue our work towards being recognised as a Child Safe Organisation and maintain the momentum we have in respect to the implementation of the recommendations of the Royal Commission and provide specialist advice regarding risks to children and vulnerable people.

The successful applicant will be required to maintain relationships and collaborate with a range of stakeholders, including the NSW Ombudsman Office, Office of the Children's Guardian, police and members of the public.

The Compliance and Safeguarding Manager is responsible for effective issues resolution across the organisation and the management and reporting of significant incidents, in collaboration with relevant internal and external stakeholders.

The role also provides executive support to the Clinical Advisory Group.

CatholicCare Sydney is the official social services agency of the Catholic Church in the Archdiocese of Sydney. We are a leading not-for-profit agency providing care and support to people in Sydney across a wide range of social services: children and families, relationships, ageing, disability, employment, mental health and youth programs.

This full-time role will run for a duration of 12 months (maternity leave cover), with the possibility of extension or permanent placement in our Compliance and Safeguarding team. It also includes access to salary packaging.

**Selection Criteria**

Applicants must be able to demonstrate the following:

- Ability to undertake the duties of the role in accordance with CatholicCare's Mission, Vision and Values and Code of Conduct and Ethics

- Strong working knowledge of child protection legislation and legislation relating to people with a disability
- The ability to contribute to the development and promulgation of child protection and vulnerable people policies and procedures
- Experience in the effective review and resolution of significant incidents and complaints
- Ability to manage stakeholder expectations and to collaborate with others to achieve positive outcomes
- Excellent written and oral communications skills and highly developed interpersonal skills
- Experience in utilising and improving systems for the recording, analysis and reporting of data
- Experience in policy and procedure development
- Relevant tertiary qualifications or commensurate experience

### **Further information**

Contact Alison McCallum 9509 1111.

### **How to apply**

After reviewing the above selection criteria please email [jobs@catholiccare.org](mailto:jobs@catholiccare.org) the following:

- a brief letter addressing the selection criteria, describing how your skills, work experience, qualifications/training and personal attributes match each of the selection criteria; and
- a brief resume.

*(Applications that do not address the selection criteria or provide a resume only may not be considered).*

### **The selection process**

CatholicCare may use a range of tools and techniques to assess the suitability and relative merit of applicants including, but not limited to the following:

- interview
- assessment activities
- referee reports.

### **Applications close**

4.00 pm on Thursday 11<sup>th</sup> April 2019.

*CatholicCare requires the preferred applicant to undertake a National Criminal History Record Check prior to employment and may also require a Working with Children Check.*