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Position Description

Title Lutheran Church of Australia Child Protection Project Officer

Line manager Executive Officer of the Church

LCA unit Not applicable

Classification Contract-based Position

Employment period 12 months

FTE Full time

Location Negotiable

Objective of position

The objective of this position is to support and progress the implementation of the General Church Council-approved Action Plan in response to the relevant recommendations from the Royal Commission to Institutional Responses to Child Sexual Abuse (the Royal Commission), within the prescribed 12 month period.

Primary relationships

Details of the primary relationships, applicable to this position, are:

* Reports to the Executive Officer of the Church in respect of the delivery of an agreed work plan
* Works with the Church’s Royal Commission working group in the progressing of the agreed work plan
* Works closely with the Church’s Professional Standards Department, Church Worker Support Department and other relevant areas of the Church such as Lutheran Education Australia and Australian Lutheran College

Key Responsibilities

The key responsibilities of the position are:

* Planning and coordinating the implementation of the Action Plan in response to the Royal Commission’s recommendations to institutions
* Planning and coordinating collaboration between areas of the Church, pertaining to the implementation of the Action Plan, as necessary
* Facilitating the preparation of proposals to General Church Council to enable the implementation of specific actions, which have been the subject of planning and design
* Providing support and guidance to areas of the Church, in relation to the implementation of the Action Plan as necessary
* Monitoring the federal, state and territory legal landscapes in relation to laws enacted in response to the Royal Commission’s recommendations to governments
* Facilitating the development of new or revised policies and procedures to meet the requirements of any new laws, for submission and approval by the General Church Council
* Planning and coordinating compliance with new federal, state and territory child protection laws, and any policies approved by GCC related to these laws
* Planning and coordinating collaboration between areas of the Church, regarding new federal, state and territory child protection laws, as necessary
* Providing support and guidance to areas of the Church, in relation to new federal, state and territory child protection laws, as necessary
* Preparing a report, on the Church’s implementation of the Royal Commission’s recommendations, for the new Australian National Office for Child Safety
* Undertaking other tasks as may be assigned by the Executive Officer of the Church in support of the implementation of the Royal Commission’s recommendations and the agreed work plan

Key Competencies

The key competencies for the position are:

* Excellent interpersonal skills
* Excellent analytical and written communication skills
* Experience in collaboration, facilitation and negotiation
* Experience in drafting reader-friendly ‘plain English’ policy documents

Desirable competencies:

* Significant professional experience in a relevant area, such as child protection, policy, regulation, compliance or education
* Relevant tertiary qualifications, such as in law
* Experience in consulting with children and families, in relation to difficult subject matters
* Experience in working with diverse stakeholders and management of groups with competing interests

General terms of appointment

* Be willing to work in an environment of the Church and actively demonstrate understanding for the needs of the Church and its ministries
* Agree to abide by all policies of the Church
* Demonstrate respect in all relationships, as per the Church’s Standards of Ethical Behaviour
* Observe and comply with the Church’s Work Health & Safety Policy and related procedures