

Position Description

Position title	Senior Project Officer – Child Safeguarding
Department / Division	SASH/Division of Allied and Digital Health
Classification	Health Promotion Practitioner Grade 3, Year 1 (MI59) – Grade 3, Year 4 (MI63) Psychologist Grade 3, Year 1 to Year 4 (PL1 – PL4) Social Worker Grade 3, Year 1 to Year 4 (SC31 – SC34) Occupational Therapist Grade 3 Year 1 to Year 4 (VG3 – VG6)
Position reports to	Workforce and Service Development Lead
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Parkville
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is A world where all kids thrive. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

Support After Sexual Harm (SASH) at the RCH provides therapeutic interventions and support for children and their families, who have experienced sexual harm or engaged in harmful sexual behaviours. SASH service delivery is underpinned by the following principles:

- Trauma transformative practice
- Child-centred family-focussed
- Child Rights and justice.
- Culture, identity and equity
- Ecological and integrated
- Partnerships and collaboration

SASH is a Member of Sexual Assault Services Victoria (SASVic) and is a team of clinicians with specialist skills and qualifications in working with children who have experienced sexual harm and engaged in harmful sexual behaviour and their families and communities. SASH sits within the Allied and Digital Health Division at RCH.

ROLE PURPOSE

The Senior Project Officer, Child Safeguarding leads workforce and organisational capacity-building initiatives in Victorian public schools to strengthen the prevention, identification, response and management of students using harmful sexual behaviours (HSB) in school settings. Reporting to the SASH Workforce and Service Development Lead, the role provides education, consultation and capability development to support schools in implementing evidence-informed child safeguarding practices, enhancing staff confidence and competence, and promoting safe, inclusive and protective learning environments consistent with Victoria's Child Safe Standards. Working collaboratively with education staff, school leaders, government agencies and community stakeholders, as well as the Clinical HSB team within SASH, the position contributes to systemic improvement in safeguarding culture, policy implementation and student wellbeing outcomes.

KEY ACCOUNTABILITIES

Provision of care

- Promote approaches to the prevention, response and management of harmful sexual behaviour in school settings that are child-centred, family and trauma focused, ecological and integrated, rights-based, culturally safe, inclusive and equitable.
- Support schools to implement safeguarding practices that prioritise the safety, wellbeing, rights and participation of children.
- Provide specialist advice and guidance regarding appropriate responses to harmful sexual behaviour incidents in accordance with Victoria's Child Safe Standards and other legislative, policy and procedural requirements.
- Empower all staff to identify, analyse, report and manage risks and support staff who raise concerns about risk or patient safety.
- Contribute to the development of resources, tools and supports that strengthen protective behaviours and student wellbeing.

- Advocate for equitable access to support and recovery services for students using and impacted by harmful sexual behaviour.

Supervision and Leadership

- Provide leadership in the development and delivery of workforce capability-building initiatives across public schools.
- Act as a subject matter expert on harmful sexual behaviour, child safeguarding and prevention education.
- Guide and support school leaders in strengthening organisational safeguarding capability and accountability.
- Facilitate professional learning, communities of practice and mentoring opportunities to build confidence and consistency in safeguarding responses.
- Influence organisational culture by promoting best practice safeguarding principles and continuous learning.

Lifelong Learning

- Maintain contemporary knowledge of research, legislation, policy and evidence-based practice related to child safeguarding and harmful sexual behaviour.
- Actively participate in, provide and contribute to continuous improvement and continuing education opportunities
- Identify emerging trends, risks and training needs within school communities and incorporate these into workforce development strategies.
- Share contemporary knowledge and learning opportunities with stakeholders to enhance workforce capability.
- Foster a culture of continuous learning and professional growth across schools and system-level teams.

Collaborative Practice

- Build effective partnerships with schools, regional teams, child protection services, health services, community organisations and other key stakeholders.
- Work with initiative and autonomy while leading others in the pursuit of team goals
- Work collaboratively with SASH clinical teams and community partners to strengthen coordinated responses to harmful sexual behaviour.
- Support shared decision-making processes that prioritise child safety and wellbeing.
- Contribute to cross-sector initiatives aimed at improving child safeguarding outcomes and organisational capability.
- Facilitate networks and partnerships that enable knowledge sharing and collective problem-solving.

Communication and teamwork

- Deliver clear, accurate and timely advice regarding harmful sexual behaviour, safeguarding responsibilities and risk management practices.
- Develop and present training, educational resources, reports and briefing materials for diverse audiences.
- Communicate sensitive and complex information ensuring professionalism and accessibility.
- Promote awareness and understanding of safeguarding principles through effective stakeholder engagement strategies.
- Maintain clinical documentation, records and data as per discipline specific guidelines and RCH procedures.
- Work collaboratively and respectfully with colleagues, school staff and stakeholders to achieve shared safeguarding outcomes.
- Foster positive working relationships that support knowledge exchange, cooperation and collective responsibility for child safety.
- Contribute constructively to team planning, problem-solving and decision-making processes.
- Demonstrate professionalism, integrity and accountability in all workplace interactions.

Continuous Improvement

- Lead and contribute to initiatives that strengthen organisational safeguarding practice and workforce capability.
- Evaluate the effectiveness of capacity-building programs, resources and interventions and implement improvements based on findings.
- Identify systemic challenges and opportunities for improvement in safeguarding policy, procedures and practice.
- Support quality improvement activities that strengthen safeguarding culture and practice.
- Promote a culture of safety, accountability and continuous quality improvement across the education system.

Organisation and Planning

- Coordinate and manage projects, programs and activities relating to harmful sexual behaviour prevention and response.
- Develop project plans, timelines and implementation strategies to achieve identified outcomes.
- Monitor project progress, manage competing priorities and ensure deliverables are completed within agreed timeframes.
- Prepare reports, recommendations and briefings to inform decision-making and project governance.
- Support strategic planning activities that align workforce development initiatives with organisational objectives.

Research, Quality and Safety

- Apply evidence-informed practice to the development and implementation of safeguarding initiatives.
- Monitor, review and analyse data, trends and outcomes to inform service improvement and strategic decision-making.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary Qualification in relevant allied health/health promotion/education field
- Previous experience working in a children and families/child protection or safeguarding organisation

Desirable

- Experience in leading others, mentoring or training
- Previous experience working in the field of child sexual abuse/harmful sexual behaviour

KEY SELECTION CRITERIA

- Previous experience working in a children and families or child protection organisation
- In-depth knowledge of the Victorian Child Safe Standards and how they apply to organisations and services
- Advanced ability to incorporate and adapt new and emerging knowledge, research and trends into changing organisational or systemic needs.
- Ability to work with initiative, autonomy and as part of a team
- Ability to prioritise competing needs and work flexibly
- Demonstrated time management and organisational skills
- Excellent communication and interpersonal skills

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.
- Ability to work at all SASH locations as directed including the community-based sites in Melton and Werribee and at RCH in Parkville.
- Ability to provide outreach services to Victorian Department of Education Schools.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

August 2026