

Position Description – Child Information Sharing Project Officer

Position Details

Position Title:	Child Information Sharing Project Officer
Work unit:	Social Policy and Research
Location:	CBD, Melbourne
Employment Type:	12 months, extension pending funding
Time Fraction:	full time (0.8 negotiable)
Remuneration:	To be negotiated
Reports to:	Deputy CEO, Director – Social Policy and Research

The organisation

The Centre is the peak body for child and family services in Victoria with over 150 organisations, students and individuals as members. We provide public policy and program advice, deliver sector training, facilitate and publish research, advocate for positive reform and work with our member agencies to make sure children and families have access to the services and support they need. We also provide consultancy services for the child and family services sector, which include developing frameworks, writing research-informed practice manuals, developing tools and resources, designing and delivering targeted training, working closely with community service organisations, local government and state government departments to build workforce capability.

Background

The project is being funded as a joint initiative by the Department of Education and Training (DET), the Department of Health & Human Services (DHHS), and Family Safety Victoria (FSV) to support the Child Information Sharing Scheme, Family Violence Information Sharing Scheme, and the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM).

The information sharing and MARAM reforms have been in response to a range of child death inquiries and the Family Violence Royal Commission.

The child and family violence information sharing reforms allow prescribed organisations and services to share information, in addition to existing information sharing permissions available to them. The reforms enable information sharing across the service system to enable more informed decisions that better respond to the needs of children, families and other people, including those experiencing family violence. MARAM guides information sharing under both information sharing schemes wherever family violence risk is suspected or present.

Collectively, the reforms are intended to create a more collaborative, integrated system to improve safety and wellbeing for all Victorian children and families including victim survivors of family violence.

About the role

This role will support the sector in the implementing and integrating the Information Sharing Schemes and MARAM into their organisational systems, processes and practices. The project will support change management activities across the child and family services sector in relation to the reforms.

The role will enable child and family services and allied sectors to better understand and implement the reforms. The role will enable the needs and views of the sector to be effectively represented and supported by evidence-informed resources and materials to assist with implementation and to work with other peak bodies to build inter-sectoral collaboration to embed the reforms.

Key accountabilities

- Work closely with the DHHS in particular, and other key stakeholders (such as FSV, DET, other peak bodies) to provide expert advice regarding the child information sharing reforms
- Provide expert practice advice on the child information reforms to child and family services
- Consult with the sector including convening workshops, forums, and training
- Provide expert advice on the information sharing reforms and MARAM to Centre staff to inform submissions, responses to government, research and policy papers, and training materials.
- Translate reforms and related research into accessible resources for the sector and other key stakeholders to build relevant sector knowledge and skills
- Provide regular updates to project reference and working groups
- Manage quarterly practice network meetings across a range of professional roles, including strengthening relationships with member organisations, identifying opportunities for sharing good practice, and maximising the potential of these networks to support practitioners/team leaders
- Prepare submissions and responses on behalf of the Centre relating to policy and practice areas
- Prepare proposals and tenders to build knowledge and skills in our sector workforces
- Convene workshops, forums and/or other events to keep member organisations and other allied sector organisations up to date with changes affecting practice
- Maintain up-to-date knowledge of trends, developments and reforms in child and family services and provide advice on these to member organisations and Centre staff as opportunities arise

Selection criteria

- Understanding of child and family services system in Victoria, including the reform context
- Understanding of the information sharing reforms, MARAM and how these relate to each other
- Knowledge of Child Safe, Reportable Conduct and mandatory reporting requirements
- Experience working well with multiple stakeholders within and outside child and family services
- Excellent written and verbal communication skills
- Experience in managing complex projects
- Ability to work as part of a team, to manage competing demands and problem solve

Additionally:

- Relevant tertiary qualifications
- A driver's licence
- National Police Check and Working with Children Check