Child Protection Investigator/Advisor
(Maternity Leave Replacement)

The Association of Independent Schools of NSW (AISNSW) is the peak body supporting and representing independent schools in NSW and provides a range of services across the state. With the core values of integrity, professionalism, respect and collegiality AISNSW seeks to further the ideals of independent education: choice, diversity, quality, opportunity and excellence.

We are currently seeking a full-time investigator/advisor to join our Workplace Management Team. The Workplace Management Team at AISNSW takes a problem solving integrated approach to assisting member schools to identify best practice options and flexible solutions in response to the challenges they face in relation to employment relations, work health and safety and child protection matters.

The successful applicant will be responsible for conducting general employment relations investigations and reportable conduct investigations for member schools in accordance with the Children’s Guardian Act, 2019 in addition to providing high level child protection and risk management advice to a diverse range of member schools. In this dynamic role the successful applicant will contribute to the development and delivery of child protection training and assist member schools to implement best practice child safe strategies.

To be successful in this position you need to be a person of integrity, with significant experience in conducting child protection investigations including forensic interviewing of children, and a full understanding of child protection legislation in NSW and the ACT. AISNSW as a peak body and member association whose purpose is to support the goals of independent schools in NSW and the ACT.

This role provides an opportunity for a high quality investigator to broaden their skills and develop a full understanding of the reportable conduct scheme in NSW, and the strategies that enable schools to be child safe organisations. Experience in general employment relations investigations will be advantageous.

We look for enthusiastic, dedicated and adaptable staff who demonstrate initiative and professional behaviour and support the purpose and values of the organisation. The appointee will be an exceptional communicator and have outstanding presentation and facilitation skills.
Key responsibilities

Indicators that the role is being undertaken successfully would include:

- Conducting and/or overseeing the management of child protection and reportable conduct investigations for member schools.
- Preparing and/or overseeing the preparation of investigation reports, which demonstrate clear and succinct findings, based on relevant evidence.
- Contributing to the development and delivery of best practice child protection training to member schools, including investigator training.
- Providing telephone and email advice to schools on general child protection matters, best practice and legislative compliance within the child protection framework.
- Liaison with other agencies such as the NSW Police, Ombudsman, Department of Communities and Justice, the Office of the Children’s Guardian, the Department of Education, Care and Protection in the ACT.
- Willingly undertaking other duties as required by the Chief Executive.

Education and experience

- Degree level qualifications in Social Work, Social Science, Psychology, Policing, Law, Education or other relevant areas.
- Extensive experience in conducting complex child protection investigations. Preference will be given to applicants with experience investigating for statutory bodies such as Department of Communities and Justice, the Joint Child Protection Response Program (JCPR), the Ombudsman, Office of the Children’s Guardian, the Department of Education, or the non-government sector.
- A Commercial and Private Investigators Licence (CAPI) at probationary or operator level is a strong preference.
- Certificate III in Investigative Services or equivalent is desirable.
- Experience in employment relations investigations will be advantageous.
- NSW Working with Children Check.
- A current NSW Driver’s Licence.

Selection Criteria

- An understanding of the dynamics of child abuse and neglect, particularly in the context of allegations against employees and the reporting obligations of schools in NSW and the ACT. In particular, the applicant must have a full understanding reportable conduct under Part 4, Children’s Guardian Act 2019 and the ACT Ombudsman Act 1989.
- Ability to implement risk management processes in relation to vulnerable children and young people in an education setting.
- Understanding of the role/s of other agencies or organisations in the area of child protection and ability to liaise effectively with key internal and external stakeholders.
- High-level case management skills.
- Well-developed organisational, research and analytical skills.
• Excellent written and verbal communication skills including the ability to influence member schools to engage in best practice strategies.
• High-level customer service skills.
• Ability to problem solve and develop strategic resolutions.
• Ability to work as a member of a multidisciplinary team reporting to the Division Head or her delegate.
• Proficiency in the use of Microsoft Office suite, in particular Word, PowerPoint and Excel.

General conditions of the role

Hours of Work: The role is full-time temporary (Maternity Leave replacement).

Travel: State wide travel is a requirement of the role which involves being away overnight, at times consecutive nights.

Annual Leave: Four weeks annual leave is provided. There may also be a period of office closure between Christmas/New Year but this arrangement is not presumed.

Professional Learning: A meeting for all staff is held once per term that is tailored to be informative, practical and collaborative in nature. Other professional learning opportunities that develop and support career development are arranged throughout the year.

Reporting Line: All positions are overseen by the Chief Executive and the Chief Operating Officer. The role reports to the Division Head: Workplace Management.

Application process

Candidates are required to provide a:
• Covering letter
• Separate responses to the selection criteria
• Copy of full curriculum vitae
• Copies of qualifications
• AISNSW Employment Application Form including referee details.

Referees will be contacted only after prior consultation with the candidate.

Please direct any questions and applications to:

Margaret Molloy
Manager: Human Resources AISNSW
Level 12, 99 York Street
SYDNEY NSW 2000
Phone: (02) 9299 2845
Email: mmolloy@aisnsw.edu.au

CLOSING DATE: Friday, 6 March 2020.