

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Child Safety Advisor
Directorate / Service / Program	Outcomes and Strategic Engagement / Quality and Risk
Reports to	Senior Adviser, Safeguarding
Location	Geelong
Classification	Social, Community, Home Care and Disability Services Industry Award Level 7
Date Revised	April 2026

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

The Child Safety Advisor is a senior specialist role providing organisation-wide leadership, oversight, and expert advice on child safety practice across all programs and client cohorts. As Meli's child safety practice specialist, the role ensures children and young people are safe, that risks of harm are proactively identified and understood, and that organisational responses are child centred, consistent, and compliant with legislative and regulatory requirements.

The role provides authoritative guidance on complex child safety matters, including Child Protection reporting, reportable conduct, and other statutory obligations. Incidents involving children form a key component of the position, with responsibility for ensuring concerns are responded to in a timely and appropriate manner, supporting high-quality risk assessment, sound decision making, and effective escalation through the application of advanced professional judgement.

Beyond incident response, the Child Safety Advisor leads the development, embedding, and continuous improvement of child safety practice across the organisation. Through practice leadership, consultation, and workforce capability building, the role supports staff and leaders to navigate complex child safety issues and strengthen safe practice.

A strong focus of the role is organisational learning and improvement. Through the analysis of incidents, investigations, and emerging risks, the Child Safety Advisor identifies systemic issues and drives evidence-informed improvements to policy, practice, and systems, contributing to a strong organisational culture of child safety, accountability, and continuous learning.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

Child Safety Practice Leadership

- Act as Meli's designated Child Safety Officer.
- Provide authoritative, practice-focused advice to staff and leaders on responding to child safety concerns, risk, harm, and systemic issues.
- Lead the embedding of child-safe practice across service delivery, ensuring alignment with the Victorian Child Safe Standards and National Principles.
- Provide specialist support to programs in risk assessments and developing safety plans for children.
- Support leaders to apply child safety principles in supervision, decision-making, and case practice.
- Develop and deliver child safety and trauma-informed practice training tailored to specific program contexts, including duty workers, residential staff, and childcare workers is provided.
- Represent Meli in external meetings, working groups, and sector forums.

Incident Reviews, Investigations, and Practice Learning

- Provide specialist practice advice on complex child safety matters, including risk assessment, disclosures, and responses.
- Lead incident reviews involving risks to children and young people, with a focus on practice analysis and identifying systemic issues, and support investigations into allegations of abuse, neglect, or harm.
- Translate findings from incident reviews and investigations into clear, actionable practice recommendations that strengthen service delivery and inform organisational learning.
- Share practice learnings and recommendations arising from incident reviews and investigations to inform reflective practice, strengthen decision making, and support continuous improvement in child safety practice across Meli.

Practice Development, Improvement, and Capability Building

- Drive organisational practice improvement by identifying themes and embedding improvements into frontline practice, tools, and guidance.
- Lead the development, embedding, and continuous improvement of child-safe practice across Meli.
- Strengthen workforce capability through training, guidance, and reflective practice.
- Translate legislation, standards, and policy into practical approaches for service delivery.
- Provide specialist practice advice on complex matters involving child safety or quality of care.
- Drive organisational learning by analysing incidents and emerging risks, and embedding improvements into practice, tools, and guidance.
- Work collaboratively with leaders and practitioners to embed consistent approaches to child safety, and maintain the practice improvement register to support implementation and oversight of improvement actions.

Incident Oversight and Management

- Provide regular operational coverage for Meli's incident management functions, including scheduled involvement, acting as backfill during periods of leave, and assisting during peak periods.
- Apply a practice lens to incident and complaints handling, ensuring responses are informed by child safety principles and trauma-informed approaches.
- Ensure responses to complex matters are child-centred, trauma-informed, and best practice.
- Support the integration of incident and complaint learnings into practice improvement activities.
- Work collaboratively with safeguarding, risk, and operational teams to ensure alignment between practice, process, and organisational obligations.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

Qualifications, Skills, and Experience

- Tertiary qualification in social work, psychology, human services, child welfare, or a related discipline.
- Significant experience in child safety and incident management within complex human services environments, including assessment, response, escalation, and review of child safety concerns in line with legislative and regulatory requirements.

- Demonstrated practice leadership experience, including practice development, workforce capability building, or driving practice improvement in child safety.
- Advanced analytical and critical thinking skills, with the ability to assess complex situations, identify risk, and make sound judgements.
- Strong interpersonal and influencing skills, with the ability to provide authoritative advice and support practice change relating to child safety.
- Experience working with CIMS, the Reportable Conduct Scheme, or similar regulatory frameworks, and a strong understanding of trauma-informed, culturally safe, and child-centred practice.

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli employees, Executive, Managers
- Department of Families, Fairness, and Housing
- Child Protection
- Social Services Regulator
- Australian Children's Education and Care Quality Authority
- Department of Social Services

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Sometimes
Driving, in & out of vehicles	Sometimes

<i>(If driving is required, must hold current Victorian Driver Licence)</i>	
Bending, lifting, pushing, pulling	Rarely
Working alone or at a co-located site	Rarely
Confrontational/confronting situations (Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)	Often
Working outside in differing weather conditions	N/A
Working on-call and/or after hours	Rarely
Attending external locations including client homes	Rarely

Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.