



Position Details

Position title:	Child Safety and HSW Advisor
Award Classification:	Band 7
Department:	People Culture and Safety
Division:	People and Experience
Date Approved:	October 2026
Approved By:	Chief People Officer

Organisational Relationships:

Reports To:	Head of Safety and Wellbeing
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Government representatives, Statutory Authorities, Suppliers, consultants and Contractors.

Position Objectives

The Child Safety and HSW Advisor will work as an integral and collaborative team member within the Safety and Wellbeing team and broader People Culture and Safety function. The primary focus of the role is to continuously enhance Council's organisational child safety and workplace safety programs. Working with leaders across the organisation, to proactively and effectively support the implementation of relevant policies and practices to embed a prevention and early intervention approach to safety matters both employee and child safety.

The role will provide high quality operational and strategic advisory services to Council related to Workplace Safety and Child Safety, whilst supporting the organisation to achieve its overarching safety objectives for its employees, contractors and visitors.

Key Responsibilities and Duties

- Support key leaders on their responsibilities to reduce safety risks in the organisation. Provide specialist advice and guidance relevant to specific business units

- Provide strategies and advice to progress safety culture holistically by driving operational ownership and accountability as well as strengthening the organisational assurance and compliance relevant to both child safety and workplace safety
- Develop and implement the organisational frameworks and strategy for child safety with the PCS leadership
- Safety Business partnering centred on both workplace and child safety requirements
- Ensure appropriate systems, policies, procedures and governance mechanisms are in place for Child safety at Council
- Support relevant internal governance processes and provide the necessary administrative support related to reporting, child safety committee and response team requirements as well as delivering audit/implementation reviews for Workplace Safety and Child Safety
- Provide advice for targeted strategies in order to remain compliant with the Child Safe Policy and Safety Management System to enhance the safety of both children and employees
- Undertake and / or support key workplace and child safety incident investigations and risk assessments across the Organisation
- Ensure legal compliance with relevant legislation and provide sound technical support and advice on legislative and organisational requirements to stakeholders

Accountability and Extent of Authority

- Proven ability to have input to development and implementation of risk controls and programs related to Safety including Child Safety
- Ability to provide specialist advice to internal and external stakeholders, tailored for the circumstances.
- Advice and support in implementation of plans to mitigate area specific safety and health risks.
- Demonstrate effective leadership in safety and wellbeing to the organisation
- Effective and timely consultation and communication across the organisation related to the introduction, interpretation and dissemination of policies and procedures

Judgement and Decision Making

- Provide strategic and specialist advice and direction, to internal and external stakeholders
- Exercise independent judgement on all Key Responsibilities and Duties within delegated authority and policy, regulation and legislation requirements, seeking support or advice as required.
- High level problem solving, risk management and initiative, relevant to the seniority and specialist/ advisory nature of the role.
- Ability to work within an environment which guidance is not always available within the organisation.

Specialist Skills and Knowledge

- Ability to identify priorities, and develop solutions or approaches to complex organisational safety issues
- Analytical and investigative skills are required to undertake investigations as required and complete reports with analysis and recommendations or determinations
- High level understanding of Safety systems, approaches and relevant legislation (including Child Safety standards)
- Experience in undertaking incident investigations and risk assessment
- Understanding of psychosocial risk as well as physical risks and their management
- Project management skills to drive high-quality outcomes associated with strategic initiatives
- Experience in partnering with Managers and teams in managing operational safety matters to deliver effective and pragmatic outcomes

Management Skills

- Contribute to the development and implementation of organisational action plans related to safety
- Ability to manage key stakeholder relationships
- Ability to work collaboratively to help identify issues and solutions
- Results and outcome driven with a “can do” approach
- A high level of ability to work autonomously with excellent time management skills to ensure goals/ requirements are achieved
- Ability to be accurate, clear and engaging to ensure successful consultation and co-ordination with both Senior Management and with different Departments and Teams to deliver priority activities
- Able to facilitate and assist Senior Management and Departments and Teams with an approach that encourages ownership of outcomes and implementation of the Safety Management System and Child safe framework
- Facilitates a culture of support and wellbeing and safety for our people
- Implement and deliver on relevant reporting requirements

Interpersonal Skills

- Demonstrated ability to build trusted relationships and work collaboratively with all internal and external stakeholders, understanding the needs of a diverse range of people
- Ability to manage competing demands and prioritise work in fast-paced environment
- Ability to motivate and develop all employees within required area of expertise.
- Flexible and adaptable



- High level verbal and written communication skills
- Well-developed verbal skills and ability to gain cooperation and assistance from multiple or diverse audiences and parties
- Strong written communication skills to cater to different and diverse audiences

Qualifications and Experience

- Relevant tertiary qualification in Safety, HR or related field or lesser formal qualifications with extensive relevant experience
- Understanding of Victorian Child Safe Standards, Child Safe Regulations and Reportable Conduct Scheme and Health and Safety legislation
- Experience in the management of child safety matters

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.



Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Understanding of relevant legislative frameworks and systems related to child safety and workplace safety
- Demonstrated experience in complex risk environments
- Ability to provide relevant advice to stakeholders and pragmatic strategies
- Proven experience within developing programs of work and executing implementation
- Commitment to continuous improvement and the ability to think systemically to identify opportunities for optimising processes, procedures and services
- Demonstrated ability to work and prioritise within a fast paced, complex environment, and provide services that meet stakeholder needs
- Well-developed interpersonal and communication skills, including preparing correspondence and reports, and maintaining records of a confidential and sensitive matter.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.