

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title:	Senior Advisor, Bullying
Department:	Programs (Program Design, Innovation and Advocacy)
Reports to:	Manager, Research & Advocacy
Job type:	0.8 to 1.0 FTE
Date:	February 2019

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children.

Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Manager Research & Advocacy, the Senior Advisor, Bullying is a member of the Program Design, Innovation & Advocacy group and has accountability to support the delivery of the Program Design, Innovation & Advocacy agenda across the Foundation including the delivery of the operational plan, the achievement of optimal service outcomes and achievement of the agreed targets.

FREEDOM TO ACT

- Recommendations for change should be approved by relevant Manager/s in order to ensure alignment with overall operational needs.
- The Senior Advisor, Bullying works according to the policies and procedures of the Alannah & Madeline Foundation.

Position Description *cont.*



**Alannah & Madeline
Foundation**

Keeping children safe from violence

MAJOR JOB RESPONSIBILITIES

- Identify and curate global, local and internal research and analysis to develop insights that support the development of strategies, plans and opportunities for the Foundation associated with Bullying.
- Manage and support the development of effective relationships with all stakeholders including but not limited to NCAB, Social Welfare, Bullying, Cyber safety industry stakeholders (national and international) researchers and other relevant academics, Government, corporations and other NGOs and to inform policy and practice in order fulfil the goals of the Foundation.
- Provision of support and participation in Innovation Pipeline projects to deliver child centered, sustainable and evidence-based solutions.
- Preparation of Government submissions, Foundation presentations, speeches and Foundation position statements.
- Support knowledge management across the Foundation and associated groups (NCAB and Dolly's Dream) by ensuring all information is captured and catalogued and made assessable across the Foundation about the relevant organisational topics.
- Provide expertise that supports the analysis, design, build and pilot deployment phases throughout any new and existing program/product strategy lifecycle.
- Provide information, knowledge, research and data to support innovation and continuous improvement opportunities across the Foundation.
- Represent the Foundation at relevant conferences, forums, working groups and in the media.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- Experience and a strong understanding of bullying trends, stakeholders, issues and programs (and related areas). (Desirable)
- An interest and commitment to keeping up to date of current research and changes to best-practice in managing bullying, wellbeing and cybersafety, and in changes to the law and policing on these issues.
- Experience in policy development or advice within education, public health or health promotion.
- A sound understanding of the broader education sector as well as the school environment.
- An understanding of the positive role of ICT in the lives of young people.
- Experience working in teams delivering complex projects.
- Well-developed communication skills, experience and maturity to relate effectively with the education sector and related stakeholders, as well as colleagues.
- Demonstrated experience of delivering public presentations.
- Commitment to work outside standard office hours for key events.
- Working with Children Check and Police Check.