

# A more equitable world through better health.



## POSITION DETAILS

TITLE	Safeguarding Manager
CLASSIFICATION	Professional Level 8.5: \$128,556 + super + salary packaging
TIME FRACTION	Full time
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Head, Occupational Health & Safety and Compliance
DIRECT REPORTS	Nil
LAST UPDATED	October 24

## POSITION SNAPSHOT

### Background:

Burnet does not tolerate sexual exploitation, abuse or harassment (SEAH) of any kind. This applies to our own organisation and extends to those we work with. Alongside others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected, and driving cultural change through strong leadership.

Burnet’s work is guided by the values of empowerment, accountability and inclusiveness. It is essential that in all our work we uphold the highest standard of conduct and safeguarding standards for the communities where we work, our staff, contractors, partners, and other associates. We have a duty of care to protect anyone who comes into contact with our work from sexual exploitation, abuse, harassment and child abuse. As children and young people are more vulnerable and at risk this is a priority (CP). Safeguarding (also known internationally as PSEAH +CP) is the work we do to ensure that all allegations of this nature are taken seriously; that there are serious consequences for those who carry out these abuses; and to promote a safe environment in which we are all responsible for challenging abuse and exploitation.

### Role snapshot:

The primary focus of this role will be to support Burnet offices in Melbourne, PNG, Myanmar & Vanuatu to ensure continuous improvements in reinforcing PSEAH & CP. The Safeguarding Manager will work to increase the knowledge and skills of Burnet staff, partners, and contractors to apply their SG policies according to their level of associated risk, to improve systems and processes; support and mentor Safeguarding leads in our country offices and undertake direct case management of reported incidents, ensuring that Burnet meets the highest safeguarding standards though all areas of our work. Action to address SEAH+CP should be underpinned by a “do no harm” approach prioritising the rights, needs, and wishes of the victim/survivor, while ensuring procedural fairness to all parties.

In close collaboration with the People Team and Safeguarding focal points in Melbourne and in-country the role will be responsible for systems strengthening, monitoring and reporting progress on the implementation of Safeguarding policies and procedures.

## KEY RESPONSIBILITY AREAS

- Systems strengthening, monitoring and reporting**

In consultation with all levels of the organization, especially the People Team in Melbourne and PSEA/CP focal points in Country Programs:

  - reinforcing PSEA/CP standards in Burnet recruitment practice - job description, final recruitment stage and performance management
  - supporting the process of improving prevention of SEAH through People policy and practices, including PSEA/CP standards into induction materials and training courses for Burnet employees and related personnel bearing in mind Australia’s Respect@Work legislation and Workplace Health and Safety Standards.
  - integrating already existing PSEAH complaint mechanisms and identifying additional local -as relevant to location - complaint channels with guidance on best practice community-based complaint mechanisms.
  - coordinating with the People Team SEAH incident investigations, acting on every allegation in a fair and reasonable way with due regard for procedural fairness.
  - ensuring effective and consistent monitoring, evaluation and reporting mechanisms for PSEA/CP.

2. Technical support and capacity building	<p>Support the continuous improvement of Burnet’s safeguarding policy and procedures, aiming for best practice:</p> <ul style="list-style-type: none"> <li>• as the subject matter expert support PSEA/CP focal points and Burnet staff to identify and share internal/external best practices.</li> <li>• mentor and support country Safeguarding leads in collaboration with in-country leadership to ensure their continued professional development in this area.</li> <li>• harmonise Melbourne, PNG &amp; Myanmar policy and procedures, refine capacity-building material, reinforce complaints mechanisms and best practice investigations methods.</li> <li>• review and strengthen PSEA/CP components of the Program Quality &amp; Standards Manual and Project Management Guidelines.</li> <li>• provide guidance to activity leads and managers in the roll out of training and education programs and support PSEA/CP focal points and staff in the development of awareness raising, sensitization, communication and training resources.</li> <li>• engage with external Safeguarding networks, including the ACFID Safeguarding and Child Rights Community of Practice; and international agencies, to ensure up-to-date knowledge and practice is readily available across Burnet.</li> </ul>
3. Risk Management	<ul style="list-style-type: none"> <li>• support improvement of Safeguarding practice by working with teams at project design stage integrating SEAH best practices.</li> <li>• support Project Managers and Activity leads in identification of project risks and mitigation measures, and in completing the Safeguarding section of all project Risk Assessments.</li> <li>• work with the in-country programs to review their program level safeguarding Risk Assessments and develop/review the Safeguarding Country Profiles for key Burnet countries of engagement.</li> <li>• coordinate the delivery of the Burnet Child Safeguarding Action Plan 2024, and support in-country programs with the delivery of their Safeguarding Action Plans.</li> </ul>
4. Compliance Management	<ul style="list-style-type: none"> <li>• maintain the Safeguarding Compliance Workbook and report training compliance data and any other updates or issues to the Head, OHS and Compliance.</li> <li>• strengthen and manage safeguarding management tools for tracking and documenting Burnet and partner compliance against ANCP, DFAT, ACFID and Burnet requirements.</li> <li>• develop and implement a plan to periodically review, strengthen and test Safeguarding practice and compliance, in consultation with the Head, OHS and Compliance.</li> <li>• ensure documented evidence is collated in relation to all ACFID compliance requirements</li> </ul>
5. Training	<ul style="list-style-type: none"> <li>• conduct and facilitate Safeguarding training for Melbourne-based staff.</li> <li>• identify appropriate training materials for country Safeguarding leads and ensure regular review and updating of training resources.</li> </ul>

#### KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Substantial prior experience in Safeguarding policy development (Child Protection, PSEAH, Gender-Based Violence); identification, mitigation, case management; and oversight of compliance systems.	Essential
2.	Strong track record in the development and delivery of training materials in the Safeguarding field demonstrating creativity and sensitivity to power dynamics, particularly in unstable environments.	Essential
3.	Familiarity with a range of Safeguarding risk analysis and management tools.	Essential
4.	Experience in receiving allegations of sexual exploitation and abuse, and providing support to those affected.	Essential
5.	Ability to always work professionally and with a high degree of confidentiality.	Essential
6.	Strong understanding of the ACFID Quality Assurance Framework and DFAT Child Protection & PSEAH standards	Essential
7.	Experience in the management of safeguarding practice in the international development or humanitarian context	Essential
8.	Specific experience in Safeguarding risk management in PNG and other Pacific Countries	Preferable

# About Burnet Institute

## Vision

A more equitable world through better health.

## Purpose

Create and translate knowledge into better health so no-one is left behind.

## Values

Respect, Equality, Inclusiveness, Diversity.

## Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

## What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

## Where we work



Priority countries:

**Australia | Papua New Guinea | Myanmar**

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

## Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



## BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

## OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

### CONTACT TYPE

**No Contact With Children**

## ENQUIRIES

For enquiries, please contact [careers@burnet.edu.au](mailto:careers@burnet.edu.au)