



Position Title: General Manager of Policy and Programs

Position Purpose:

The General Manager of Policy and Programs will lead the development, implementation, and management of strategic projects focused on child injury prevention. This role is pivotal in translating data insights into actionable policy and program decisions to further Kidsafe Victoria's mission. The successful candidate will enhance the organisation's impact through effective stakeholder engagement and operational program management, leading a team to achieve strategic objectives.

Responsible to:

This position reports directly to the CEO.

Key Working Relationships:

- CEO
- Staff and contractors at Kidsafe Victoria
- External customers, donors, sponsors, and stakeholders, including government representatives and community members
- Key partners, including media and corporate sponsors

Direct Reports:

- Program Manager

Indirect Reports:

- Administration Coordinator
- Project Officer

Hours:

This position can be filled as either a 0.8 or 1.0 full-time equivalent role, with flexibility in terms of the timing of these hours. Kidsafe Victoria is a family-friendly organisation and supports flexible working arrangements.

Location:

This position will be hybrid, with a requirement to attend the Kidsafe Victoria office in Clayton 1 - 2 days per week and meetings/events as required.

Salary:

The salary for this position is \$115,000 FTE (or pro rata for 0.8) plus superannuation. Kidsafe will provide the necessary equipment to ensure a safe and productive workspace.



Key Responsibilities:

- Manage the development and execution of policy and program strategies to enhance Kidsafe's impact and reach.
- Direct and lead programs and projects aimed at promoting child injury prevention.
- Ensure operational KPI's and program budget targets are met.
- Analyse and interpret child injury data from various sources to inform policy and program decisions.
- Develop and implement strategic initiatives in line with Kidsafe's mission and objectives.
- Represent Kidsafe at external meetings, conferences, and events, advocating and educating regarding child safety.
- Build and maintain positive working relationships with key stakeholders, including Kidsafe's advisory committee, government bodies and community organisations.
- Supervise and lead direct reports, fostering a collaborative and productive team environment.

We look forward to welcoming a dedicated and strategic leader to our team, who is passionate about making a difference in child safety and injury prevention.