



**THE SCOUT ASSOCIATION OF AUSTRALIA
QUEENSLAND BRANCH INC.**

DUTY STATEMENT

TITLE OF POSITION Branch Adviser (Special Duties)

PERSON TO WHOM RESPONSIBLE Chief Commissioner

LIAISON PERSONNEL Deputy Chief Commissioners
Assistant Chief Commissioners
Branch Commissioners
Region Commissioners
District Commissioners

FUNCTIONS

1. Advise the Chief Commissioner on grievances and referred incidents.
2. Ensure Policies and Procedures are kept up to date with legislative requirements.

DUTIES

1. Assist the Chief Commissioner in being the first point of contact dealing with issues within the Branch, recommending appropriate action and investigators, chasing reports and final recommendation to the Chief Commissioner.
2. Maintain the Child Protection Policy and grievance and referred issues polices, interacting with the Deputy Chief Commissioners on areas associated with their roles.
3. Assist in the maintenance of the legislative requirements for Queensland Branch Scouting Instructions.
4. Assist with the access to external investigators and legal advice from qualified legal practitioners related to grievances and behaviours as required.
5. Any other duties requested by and in support of the Chief Commissioner.

CRITERIA

1. Experience in Scouting in both youth and adult sections.
2. Willingness to complete the Wood Badge in the prescribed time frame.
3. Experience working with adults and teenagers basic behaviour and interpersonal development skills desirable.
4. Strong planning and implementation skills.
5. Project oriented and goal driven.



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6. Empathetic, with complex problem solving skills at an advanced level.
 7. Strong communicator (verbal and written) with the ability to use electronic communication means.
 8. Flexibility in approach and an ability to work under pressure.
 9. Dedicated and committed to the outcomes of Scouts Queensland and the Leaders and Youth it serves.
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