Liaison Person Role

*The following role description is a generic example of how an organisation could formally describe the role and responsibilities of the designated Breastfeeding Friendly Workplace Liaison Person. Your organisation will need to modify this description to suit the breastfeeding initiatives implemented within the organisation.*

*The liaison person role description can be included within the Breastfeeding Policy, or it can remain a separate document. If it is to remain a separate document the Breastfeeding Policy should make reference to the liaison person role.*

Tips:

* Many organisations have a nominated employee who is responsible for the Breastfeeding Friendly Workplace portfolio, for these organisations it can often make sense to also nominate the role of liaison person to this employee.
* Your organisation may wish to direct complaints and/or feedback from breastfeeding employees through the liaison person rather than the organisations complaints procedure. If so, include this within the role description.

Liaison Person Role Description

As an organisation we wish to support our employees to continue breastfeeding after returning to work from parental leave or when joining our organisation after having a baby. To help achieve this we have a Breastfeeding Liaison Person, who is there to provide support and assistance to all our breastfeeding employees.

The role of the Breastfeeding Friendly Workplace Liaison Person is to:

* Be an advocate for breastfeeding and foster a supportive organisational culture towards breastfeeding;
* Be available for breastfeeding employees so that they may discuss any issues, problems or concerns in confidence and if requested, assist in planning breastfeeding arrangements with employees;
* Provide liaison between employees and management with regard to breastfeeding arrangements if requested.

The**<insert organisation>**breastfeeding liaison person is**<insert name>.**He/she can be contacted on**<insert details>.**