

## POSITION DESCRIPTION – TEAM LEADER

Position Title	Project Coordinator – Justice	Department	Community Programs
Location	Melbourne, VIC	Direct/Indirect Reports	Nil
Reports to	Manager – Community Programs	Date Revised	Mar 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0033702

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

Working with people disadvantaged by the justice system is a key strategic focus area of Australian Red Cross. In Victoria, we provide support for both young people and adults who have been involved in the justice system through programs and initiatives in community and judicial settings. This includes:

- Supporting young people to gain meaningful employment opportunities, through WorkREDi.
- Facilitating a Youth Justice Advisory Group which provides a platform for young people with lived experience of the justice system to share their voice and advocate for positive change
- Delivering social connection and life skills programs in the prison settings
- Advocating to shift negative stereotypes and for positive systemic change

The key focus of this role is to coordinate an exciting new partnership in relation to the WorkREDi program. The partnership has been agreed to and is now in the early stages of planning. The Project Coordinator role will work closely with the National Partnerships team, the Manager of Community Programs in Victoria, and the Team Leader – Justice in Victoria, to plan, coordinate and implement all elements of the partnership agreement from concept to fruition, so that the program is ready to commence on 1<sup>st</sup> July 2021.

### ■ Position Responsibilities

#### Key Responsibilities

- Responsible for achieving the deliverables of the project, including timelines and key outcomes
- Develop and implement project plans that incorporate elements of design thinking as well as lean and agile methodologies
- Developing general project documentation including work plans, operational procedures in line with the project, budgets, risk registers and communication plans
- Build relationships and ensure effective working arrangements with key internal and external stakeholders
- Coordinate meetings, teams, and activities to support the implementation of the project
- Recruit operational positions as required, and deliver training and related materials to build the capability of Red Cross people as relevant.
- Provide content for management reports

- Travel between North Melbourne and the eastern suburbs of Melbourne is required.

## ■ Position Selection Criteria

### Technical Competencies

- Project coordination skills, including the ability to plan, communicate and coordinate projects to time, quality and cost requirements
- Creativity and innovation – using analytical thinking to support and drive decisions, devising creative approaches to solving problems
- Demonstrated project and change management skills and the ability to take initiative and self-organise as well as work effectively within a team environment to deliver successful project outcomes
- Highly developed verbal and written communication skills including the ability to prepare briefing notes
- Demonstrated ability to work and contribute effectively within an adaptive team environment
- Strong communication and engagement skills – including the ability to build relationships, maintain and communicate effectively with internal and external stakeholders at all levels, in a professional and appropriate manner
- Demonstrated cultural competence
- An understanding of the Justice system in Victoria is highly desirable.

### Qualifications/Licenses

- Relevant tertiary qualification in Social Sciences or equivalent experience, preferably in not-for-profit environment
- A Working with Children check is a mandatory requirement for this role.

### Behavioural Capabilities

- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Ability to set performance standards for teams and provide coaching and feedback to ensure standards are met.
- **Team effectiveness | Managing change** | Demonstrated capability to lead, support and manage change within teams. Understanding the impact on the team and taking ownership for implementation of change.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Ability to manage cultural and individual differences effectively and appropriately to guide the work and behaviours of teams.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**

- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.