

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Lead, Justice	Department	Community Programs
Location	Various – NSW/ACT	Direct/Indirect Reports	0
Reports to	Regional Manager - Central	Date Revised	Oct 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0023849

■ Position Summary

The role will focus on our emerging Justice Strategic Pillar and will work with the NSW/ACT Justice Lead to develop key foundation pieces of work, including:

- Identify opportunities, strategy, risk management and plan development to increase the footprint of direct service delivery in NSW/ACT aligned with the Justice Pillar.
- Increase the evidence base for our justice work to both consolidate existing programs, and support the expansion of new work and/or new areas to implement existing work.
- Scope the external environment to identify potential stakeholders, funding opportunities and collaborative partnerships.
- Develop relationships with external stakeholders and coalitions to identify opportunities to drive collective action and design solutions that improve outcomes for people involved in the justice system

The focus will be on supporting the overarching goals of the State Justice Plan including:

- (a) Consolidation of existing justice programs
- (b) Growth of identified programs
- (c) Advocacy and influence
- (d) Quality

The position will work collaboratively with the PCAS team, Regional and Operations Managers to achieve outcomes.

■ Position Responsibilities

Key Responsibilities

- Lead the underpinning components of the NSW/ACT Justice strategy and plan, with a particular focus on regional development as a priority
- Scope and research the needs of people in contact with the justice system in the prioritised region and cross-reference with capacity/opportunity and alignment to NSW plan and National Strategy
- Analyse the research, internal and external environment capacities and risks and develop a strategic expansion plan with a variety of contingencies for identified region
- Lead the financial analysis, budget development, and Business Case on potential for providing Support Co-ordination under the NDIS specific to remand cohorts

- Lead Red Cross engagement in Restorative Justice; identify opportunities to support their initiatives and advocacy, and lead relationship development aligned with strategy
- Accountable for ensuring programs and expansion are fully accessible for known overrepresented groups in the justice system e.g. cognitive disability, mental health, CALD and Aboriginal and Torres Strait Islander
- Develop measurement tools, training and resources to underpin direct program delivery, with the initial focus on the efficacy of the Justice Outcome Star
- Identify and collate evidence based practice/research for staff and practitioners to access aligned to priorities and growth opportunities identified, aligned with the Practice Framework
- Develop initiatives to embed lived experience across all our work
- Timely and thorough development of quality reports for internal and external stakeholders as required
- Ensure compliance with all Red Cross policies including Ethical Framework, Workplace Health and Safety, Child Protection, Privacy, Information sharing and storage
- Ability to work within the Red Cross Fundamental Principles in a demanding and mandated environment
- Any other duties as required

■ Position Selection Criteria

Technical Competencies

- Proven experience and success working in the humanitarian/community sector.
- Significant demonstrated understanding of the humanitarian impacts and issues for people in contact with the criminal justice system.
- Senior level experience in management and demonstrated ability to work autonomously.
- Proven leadership experience and success in the community sector, including staff/volunteer management and supervision; and direct client work addressing complex needs.
- Proven capacity to be adaptive and resilient and to work independently in a self-directed manner, as well as in a team environment working across various project teams at a State and National level as required to drive impact.
- Demonstrated skills in strategic thinking/strategy development, and conceptual and analytical skills.
- Highly developed written and verbal communication skills including the ability to draft, review and edit documents to the highest standard.
- Proven ability and experience in establishing and managing multiple internal and external stakeholder relationships.
- Highly developed interpersonal skills and a demonstrated ability to influence and lead internal and external stakeholders.
- Demonstrated competency working within a computerised environment (advanced proficiency in Microsoft Outlook, Word, PowerPoint, and Excel) and ability to learn new applications as required e.g. PIMS.
- Experience in Agile project management and human centred design is desirable.

Qualifications/Licenses

- Relevant tertiary qualifications preferably in social policy, human services, community services or relevant experience.
- A current Driver's License is a mandatory requirement for the role.

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **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.
- **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.
- **Organisational effectiveness | Valuing voluntary service** | Demonstrated commitment to supporting and developing volunteers. Understanding of the benefits of voluntary service and ensure meaningful roles for volunteers as well as providing value to clients, communities and the organisation.
- **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.

■ 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