

## SENIOR PROJECT OFFICER THE ORANGE DOOR GIPPSLAND

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

At Anglicare Victoria we care about our employees in the same way that we care about our clients. We support and encourage our employees with a wide range of professional and personal opportunities to strengthen their overall well-being.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.



## Position details

<b>Position Title</b>	Senior Project Officer – Embedding Systems and Processes
<b>Program</b>	Orange Door – Support and Safety Hub
<b>Classification</b>	SCHADS Award Level 8 (Social Worker Class 4 + HD) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
<b>Engagement</b>	Full Time
<b>Hours per week</b>	38
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	July 2023
<b>Location</b>	Morwell
<b>Reporting Relationship</b>	This position reports to Program Manager – Family Safety and Children Anglicare
<b>Effective date</b>	June 2022

## Overview of program

The Victorian Government has committed to implementing all 227 recommendations of the Royal Commission into Family Violence and to deliver on the vision described in the *Roadmap for Reform: Strong families, Safe children*.

A key recommendation of the Royal Commission and the Roadmap for Reform was to establish a network of Support and Safety Hubs (Hubs) across Victoria to provide a new way for women, children and young people experiencing family violence, and families in need of support with the care, development and wellbeing of children and young people, to access coordinated support from community, health and justice services. The Hubs will also focus on perpetrators of family violence, to keep them in view and play a role in holding them accountable for their actions and changing their behaviour.

*Ending Family Violence: Victoria's Plan for Change* released in November 2016, sets out the Victorian Government's commitment to establish a network of Support and Safety Hubs (Hubs) across all 17 DHHS areas. The Hubs will be central to Victoria's approach to addressing both family violence and ensuring child safety and wellbeing. The Hubs will also form a critical part of the broader service system response.

The *Support and Safety Hubs: Statewide Concept* (Statewide Concept) released in July 2017 describes the intent, scope, key functions and roles of the Hubs and how the Hubs will contribute to the vision and aspirations of Victoria's Plan for Change and Roadmap for Reform. It outlines what the Hubs will deliver across the state as part of the future service system; the approach government is taking, and a number of principles for the design of the Hubs.

The Statewide Concept highlights that the safety of victim survivors and children will be the Hubs' first priority. It also recognises that a gendered understanding of family violence and an understanding of child and family vulnerability and are critical to effective services and systems.


Given the phased approach to implementing the Hubs and the evolving nature of the design process, certain elements of this service model may change over time. The role and operations of the Hubs will not be static or fixed at one point in time. Just as the practice of the Hubs will be informed by emerging needs and evidence, and firmly embedded with the principle of continuous improvement, the design and implementation of the Hubs will continue to develop and be informed by community needs, co-design, evaluation, and practice learnings. Future development of the service model will continue to be set at the statewide level, informed by local practice and experience.

Working within The Orange Door Inner Gippsland the Senior Project Officer will play a key role in embedding systems and processes within The Orange Door aligned to Inner Gippsland annual plan and state-wide priorities to ensure key objectives the Support and Safety Hubs are met.

## Accountabilities – Key Responsibilities

1.	Deliver key projects aligned with strategic priorities by identifying opportunities for system improvements aligned to The Orange Door service model and operational guidance to provide excellent client services.
2.	Develop high level briefings and papers to enable decision making for the Hub Leadership Group and Operational Leadership Group using data and evidence.
3.	Project management: consults, liaises with, and influences key stakeholders; produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified; monitors performance against objectives and manages project risks and issues; ensures project objectives are met. Ensure ongoing effective embedding of key Orange Door objectives through the monitoring and evaluation of projects, including preparing and managing post implementation reviews and an implementation plan for next stage of the project where relevant.
4.	As part of the Orange Door senior leadership team you will work closely with the Hub Manager and Strategic Planning and Reporting Officer to deliver on project objectives.
5.	Provide sound judgement and authoritative advice on risks, priorities, accountability, and practice matters to the Hub team, and where relevant the Hub Manager and relevant governance groups.
6.	Keep accurate and complete records of your work activities in accordance with legislative requirements and the Victorian Government's records, information security and privacy policies and requirements.
7.	Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.

## Key Selection Criteria

 <p>Role Specific</p>	<p>Qualifications: Relevant qualifications in social work, psychology or a related discipline is essential. Qualification in project management highly regarded.</p>
	<p>Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to manage them more effectively.</p>
	<p>Relationship building: establishes and maintains relationships with people at all levels; builds trust through consistent actions, values and communication. Highly developed communications skills and an ability to work collaboratively with internal and external stakeholders. Advanced understanding of organisational change management processes and an ability to lead others through change in a complex setting.</p>
	<p>Initiative and accountability: proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.</p>
	<p>Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.</p>
	<p>Systems thinking: diagnoses trends, obstacles and opportunities in the internal and external environment; understands the linkages between natural systems and communities to inform policy; conceptualises and defines the systems working within the organisation.</p>
	<p>Communication: Demonstrated ability to prepare a variety of documentation types to a high standard including briefings for governance groups, internal communication, and reports with a high level of attention to detail, and the ability to conceptually analyse and synthesise information for a diverse range of people</p>

## Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

## Occupational Health & Safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

## Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.



## Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check and an Employment Working with Children Check prior to commencement.
- A current Victorian Driver's license is essential.
- In line with Anglicare Victoria's Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

## Acceptance of Position Description requirements

To be signed upon appointment

### Employee

Name:

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Signature:

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Date:

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