

## PROJECT MANAGER POSITION DESCRIPTION

### COMMUNITIES FOR CHILDREN BENDIGO

### ST LUKES REGION

**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.

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.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	Project Manager
<b>Program</b>	Communities for Children Bendigo
<b>Classification</b>	SCHADS Award Level 7 (Social Worker Class 4)
<b>Hours</b>	Part Time
<b>Hours per week</b>	34.2 hours per week
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	30 <sup>th</sup> June 2020
<b>Location</b>	Bendigo
<b>Reporting Relationship</b>	This position reports directly to Program Manager, Family Services
<b>Effective date</b>	November 2018

## Overview of program

Communities for Children (C4C) is a Federal Government initiative funded through the Department of Social Services (DSS). Communities for Children initiatives seek to reach vulnerable families covering the age range of families with children 0-12 years. C4C's concentrate on providing child centered, adult focused services and activities to build capacity and resilience within families and communities. While the program works to effect outcomes for those most vulnerable, service provision predominately occurs from universal and early years platforms.

Anglicare Victoria as Facilitating Partner for C4C Bendigo brings together community-based family, parenting and children's services to develop responses to the needs of children and families experiencing vulnerability and disadvantage. The Facilitating Partner subcontracts a range of Community Partners to implement the C4C Bendigo Action Plan 2017-19. The Action Plan is based on implementing a range of projects directed at achieving four key outcomes namely:

- Addressing family violence through the early years sector
- Addressing children's literacy and language development
- Building parenting confidence and skills
- Supporting educational and vocational pathways for parents

The role of the C4C Bendigo Project Manager is to:

- Work in collaboration with the broader service sector and the community to explore opportunities for localised responses to identified community needs.
- Oversee and coordinate the implementation of the C4C Bendigo Action Plan 2017-19

The Project Manager will be report to the Family Services Program Manager, in relation to C4C activities and projects.

## Position Objectives

1.	Co-ordinate the implementation of the C4C Bendigo Action Plan 2017-19 to enable genuine and positive outcomes for children and families and the community.
2.	Work in conjunction with Community Partners and the Program Manager to plan and implement responses to the needs of children and families and in relation to sector and service developments.
3.	Ensure appropriate processes are in place to enable continuous improvement of the C4C Bendigo and to promote best practice and ongoing quality improvement of the C4C project.
4.	Ensure the program is operated in accordance with service and quality standards, program targets, DSS service agreement, organisational policies and accepted standards of practice.
5.	Provide ongoing support, supervision, performance management, learning and development of team members in this program.

## Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Work with C4C Community Partners to implement the C4C Bendigo Action Plan and provide support to the C4C Community Partners in the delivery of the C4C projects.
2.	Facilitate and lead the C4C Partnership including the C4C Committee and C4C Virtual Team.
3.	Manage the overall funding allocation and budgets of the C4C projects and ensure contract arrangements with C4C Community Partners are developed and implemented.
4.	Actively represent C4C Bendigo at key stakeholder forums and participate in sector development initiatives.
5.	Oversee the implementation of the C4C Bendigo Monitoring, Learning and Evaluation Framework.
6.	Work with C4C Community Partners and stakeholders to identify and respond to emerging needs for children, families and the community including seeking additional funding to meet local needs.
7.	Ensure reporting requirements and contractual arrangements with the funding body (DSS) are met in accordance with the C4C funding and service agreement.
8.	Participate in the professional development and recruitment of staff, including supporting a culture of reflective practice, quality supervision and coaching.
9.	Contribute to the preparation of the program budget and work with the Program Manager to maintain accountability for the program budget and implement corrective action as required.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Relevant tertiary qualification in social work, community development, early childhood or related discipline.
	2. Demonstrated experience and knowledge in community development principles and practices and their application when working within communities to build capacity, and understanding of placed based and outcome focused approaches.
	3. Demonstrated knowledge of the service system as it relates to this project, with the ability and commitment for working collaboratively with diverse stakeholders.
	4. Demonstrated experience/skills in project management and ability to manage projects effectively with sound written, verbal and analytical skills.
	5. Demonstrated leadership experience, and skills in developing and maintaining strategic partnerships.
	6. Demonstrated ability to provide support and supervision to team members and to work within a team environment.



## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

## 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, a current Driver's License and an Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### **Employee**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_