

Position Description

Title	Project Officer – Family Violence Motel Coordination
Business unit	Child and Family Services, Southern Melbourne
Location	Primarily based at Uniting’s Dandenong (Princes Highway) office, with work from and travel to other locations, as required
Employment type	Part time (40 hours per fortnight) Maximum term until 30 June 2023
Reports to	Principal Strategic Advisor – Southern Melbourne Integrated Family Violence

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. About the Southern Melbourne Integrated Family Violence Partnership (SMIFVP)

The SMIFVP is the local governance structure that provides strategic leadership to drive effective responses to family violence and supports Victoria’s family violence reforms. The BPIFVP brings together the many family violence services in the region into a partnership arrangement to create a more integrated “one system” approach to family violence. The partnership aims to strengthen local service systems and build capacity across relevant workforces.

2. Position purpose

The FSV Motels Coordination Project is a 12-month initiative and an enabler for the family violence crisis response model which will:

- Support a more coordinated, area level approach to the utilisation of motels for family violence emergency accommodation
- Manage key risks and challenges related to identifying appropriate motel options and managing relationships with moteliers
- Develop systems, information and resources to support placements and relationship management beyond the project, including protocols with statewide services and key principles for the management of relationships with moteliers

Position Description

Project Officer – Family Violence Motel Coordination

3. Scope

Budget: *nil*

People: *nil*

4. Relationships

Internal

- Principal Strategic Advisor
- Child and Family Services Staff

External

- Family Violence Regional Integration Committees and Principal Strategic Advisors (PSAs)
 - Local family violence support services, including ACCOs, and local family violence after-hours services
 - The Orange Door, including Service System Navigators
 - Local family violence perpetrator services
 - Local DFFH Areas, including Child Protection
 - Homelessness Services/Access Points
 - Local Area Service Networks (LASNs) and Homelessness Networkers
 - Children's Resource Program
 - (Moteliers)
-

5. Key responsibility areas

Project development and planning

- Work with the Family Violence Case Management program requirements and crisis response model to design, deliver and implement the detailed project plan
- Consult with Specialist FV Sector Advisory Group
- Implement key actions under the project

Implementation and training

- Utilise range of project management and delivery approaches tailored to the individual projects
- Convene, facilitate and lead internal and external meetings with stakeholder groups to achieve project outcomes
- Identify and develop a range of collaborative partnerships with key stakeholders including people with lived experience, BPIFVP and Family Services Alliance to support project implementation
- Coordinate and monitor progress of the project deliverables in line with agreed timelines
- Coordinate activities to deliver workforce development across the Southern Melbourne Area – including organising venues, catering, trainers and communication

Review and continuous improvement

- Liaise with PSA to coordinate project monitoring and reporting requirements.
- Report progress of project activities including recommendations to the Project Working Groups

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant

Position Description

Project Officer – Family Violence Motel Coordination

- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
 - Ensure appropriate use of resources
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
 - Identify opportunities to integrate and work collaboratively across teams
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
 - Promote a positive safety culture by contributing to health and safety consultation and communication
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position
-

6. Performance indicators

- Development of project plan within agreed timeframe
 - Implementation of project plan within agreed timeframe
 - Establishment of effective and collaborative stakeholder relationships
-

7. Person specification

Qualifications

- Tertiary qualification in Family Violence
- Qualification in Project Management (desirable)

Experience

- Experience in project management, including developing project plans and bringing a project to fruition within budget and timeframes
- Experience in navigating and negotiating with multiple stakeholders and professional groups within a project management framework
- Experience within the Family Violence Sector
- Demonstrated understanding of MARAM and Intersectionality and broader family violence reforms

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Communication skills:** ability to establish effective working relationships and work collaboratively with stakeholders
- **Project management skills:** ability to scope, plan and implement projects within required timeframes
- **Writing skills:** ability to develop clear and effective processes, manuals, tools, forms and other relevant documents
- **Sector knowledge:** thorough knowledge of the family violence sector and the family violence reforms,
- **Computer skills:** strong computer skills, particularly in Microsoft Word and Excel, to support project planning and documentation development

Position Description

Project Officer – Family Violence Motel Coordination

Other requirements

- Legal eligibility to work in Australia
 - Current Victorian Driver's Licence
 - A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
 - Current working with Children Check (Victoria)
 - Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)
-

8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.
