

# Position Description

<b>Title</b>	Principle Strategic Advisor – Bayside Peninsula Area
<b>Business unit</b>	Child, Youth & Families Southern Melbourne
<b>Location</b>	211 Chapel St Prahran and other locations across Southern Melbourne as required
<b>Employment type</b>	Part Time (68.4 hours per fortnight)   Ongoing
<b>Reports to</b>	Senior Manager, Early Help & Entry Point

## 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. Position purpose

Family Violence Principal Strategic Advisors have been a feature of the integrated family violence system in Victoria since 2006, when the Regional Family Violence Governance Model was introduced by the Victorian Government. Recommendation 193 from the Royal Commission into Family Violence elevated the Principal Strategic Advisor (PSA) as a key leadership role within the Whole of Government family violence systems reform.

The PSA role focuses on strategic leadership to build an integrated, collaborative and connected service system both across the region and more broadly across the state. This role is instrumental in providing expert advice to ensure the implementation of Government reforms, FVRIC strategic priorities as well as ensuring responses to family violence align with Uniting's Vision and Mission.

As an auspiced position, the Principal Strategic Advisor role has significant independence of action whilst also ensuring responses to family violence align with Uniting's Vision and Mission and guidelines provided by the IFV Regional Integration Committee, and are delivered within the policy framework determined by the funding body

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## 2. Scope

**Budget:** \$300K (approximate brokerage and MARAM training funds)

**People:**

- Program Administrator (part time 30.4 hours per fortnight)
  - Students and contractors as required.
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## 3. Relationships

### Internal

- Senior Manager, Early Help & Entry Point (Chair SMFVRIC Partnership)
- Southern Melbourne PSA
- Uniting Senior Leaders and Executive
- Integrated Child & Family Services Alliance Coordinator
- Southern Melbourne Program Managers, Team Leaders and staff
- Family Violence Governance Group

### External

- Bayside Peninsula Regional Integration Committee Bayside Peninsula Partnership and the associated Leadership/Governance, Partnership, Network, Working/Project Groups.
  - The Department of Families Fairness & Housing
  - Family Safety Victoria
  - Statewide PSA Network
  - Relevant CSO and government networks
  - Cross sector networks including Southern Homelessness Services Network, AOD, Mental Health, Multi-cultural Committees.
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## 4. Key responsibility areas

Briefly outline the primary responsibilities of this position in bullet points, (keep it brief but ensure you list all key areas of responsibility) – group under headings in order of importance – see examples below:

### 1: Service delivery

- You will be subject to the broad direction of senior staff who make up the Regional Integration Committees/Partnership. You will have managerial responsibility for the delivery of the Strategic Action Plan and budget endorsed by this committee. You will exercise managerial control in developing and delivering the Strategic Action Plan, Collaborative Practice Training and provide multi-functional advice to the sector partners bringing together cross sector specialist expertise and senior stakeholders to strengthen horizontal and vertical system integration.

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- Provide strategic leadership and multi-functional advice in regional and statewide forums and committees to ensure stakeholders in the Bayside Peninsula Area actively engage in current policy and reform agendas within and impacting on the family violence sector.
- Develop a data and evidence driven approach that impacts on Uniting's goals and objectives, collates and analyses local system information and perspectives to develop insights and identify issues, gaps and priorities to inform planning for local system improvement and implementation of state-wide reforms.
- Provide specialized professional advice and contribute to the development and review of Family Violence policy matters to statewide organisations / Family Safety Victoria / Statewide Family Violence Integration Advisory Committee / Family Violence Reform Advise Group / peak bodies / Uniting Senior Leadership to inform policy initiatives and system reforms.
- Work with senior staff across the Regional Integration Committee/Partnership to identify and respond to opportunities to strengthen service system integration and policy implementation.
- Work with the Regional Integration Committee/Partnership to develop and lead new initiatives in alignment with the annual action plan. Responsibilities include formulating, implementing and evaluating multi stakeholder, complex projects and programs.
- Provide consultancy to Uniting Senior Management regarding Family Violence Policy and Reform matters.
- Ensure alignment of the work of the FVRIC with state-wide family violence reform objectives and the Strategic Plan.
- Maintain an overview of key policy and program developments and identify implications and opportunities for system development in the area.
- Actively ensure alignment of the work of the FVRIC with state-wide family violence reform objectives and the Strategic Plan.
- Actively work with FVRIC member agencies to identify and develop improvements to the local service system and the integrated implementation of family violence reforms.
- Lead strong governance:
  - foster collaborative cross sector relationships and initiate and support partnership projects to strengthen connections between local services.
  - maintain strong connections and work collaboratively with key regional governance structures and networks.
  - provide operational support for the FVRIC, support governance development and review processes including updates to the partnership agreement.
  - develop and maintain effective communication strategies to ensure the members of the FVRIC are kept well informed of decisions, the progress of initiatives and strategic engagement.
  - provide regular reports (usually monthly) to the FVRIC on activities and achievements against the Action Plan, and updates on state-wide policy matters including activities and engagement undertaken by the SFVIAC.

### Develop and Provide Strategic Planning & Reporting

- Lead the development, implementation and operationalisation of the FVRIC Strategic Plan and Annual Action Plans.
- Ensure that FVRIC projects and priorities are aligned with the Strategic Plan.
- Preparation and submission of reporting on behalf of the FVRIC to FSV and DFFH on activities and achievements against the Action Plan, Budget expenditure and local area projects and programs.
- Develop and report against projected budget plan providing regular financial reports to FVRIC

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#### Workforce Development

- Lead area-based projects and activities to build workforce capacity and knowledge regarding the Family Violence reforms and service responses within and across the system.
- Develop communications and engagement between the family violence services, other sectors, peak bodies and government on matters relevant to cross sector system integration.
- Coordinate and develop capacity building and workforce development initiatives that improve the safety of victim survivors and increase the accountability for perpetrators.
- Manage the delivery of MARAM Collaborative Practice Training in the area.

#### Statewide engagement leading systems reform:

- Provide authoritative specialist advice in local area, regional and state-wide forums.
- Represent the FVRIC
  - in FVRIC meetings with FSV/DFFH
  - in regional and state-wide forums and advocate on issues relevant to the area
  - in activities and engagement co-ordinated through the State-wide Family Violence Integration Advisory Committee (SFVIAC)

#### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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## 5. Performance indicators

- The priorities and key tasks for the PSA are described in an Annual Work Plan aligned with the FVRIC Strategic Plan and Annual Action Plan.
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## 6. Person specification

### Qualifications

- Essential - Degree in Social Work, Psychology or a related tertiary qualification relevant to the role.
- Essential - Detailed knowledge of the Family Violence Reforms, current Family Violence System and Family Violence Policy.
- Essential - Detailed knowledge of the MARAM framework and Family Violence and Child Information Sharing Schemes
- Essential - A current Victorian Driver's License
- Desirable - relevant post-graduate or supplementary qualifications (e.g. Masters Qualification in a discipline relevant to the requirements of the role)

### Experience

- Substantial strategic leadership experience.
- Extensive knowledge of the Family Violence reforms, policy and practice.
- Extensive knowledge of family violence within an intersectional, gendered framework.
- Demonstrated ability, in the provision of advice and consulting expertise with a diverse range of senior stakeholders in the community and government sectors.
- Solid understanding of working with marginalised groups including Indigenous and CALD clients.
- Ability to translate complex issues and policy, to develop practice frameworks and programs relevant to the work of the Regional Integration Committee/Partnership.
- Demonstrated experience in convening, facilitation and governance of meetings.
- Extensive experience in project development, implementation and evaluation.
- High level analytical skills.
- Management of contractors and/or teams.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide **safe environments** for children and young people and protect them from abuse and neglect.
- **Cultural Awareness:** demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTI community.
- **Autonomy:** strong initiative and problem-solving capability to achieve work outcomes with minimal direction.
- **Communication skills:** open, honest, articulate and flexible approach to communication – written and verbal, and ability to actively listen.
- **Interpersonal focus:** strong interest in people and respect for others, ability to suspend judgement.
- **Cooperative:** demonstrates team behaviors striving for co-operative and professional relationships.
- **Conscientious:** responsible, dependable, organised and persistent.

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- **Open to experience:** high level self-awareness, with the ability to admit mistakes as an opportunity for reflection, learning and development.
  - **Professionalism:** professional, confident, focused and clear about purpose, able to set appropriate personal boundaries.
  - **Organisational skills:** strong organisation skills and ability to manage projects and time effectively.
  - **Computer skills:** high level computer skills and ability to use Microsoft packages.
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## 7. 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.**

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