

DEVELOPMENT MANAGER POSITION DESCRIPTION

WESTERN 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

Position	Development Manager
Program	Western Region
Hours	Full Time
Hours per week	38
Duration	Ongoing
Fixed term end date	N/A
Location	The incumbent will be expected to work at key service sites across the Western Region
Reporting Relationship	This position reports directly to the Divisional Director North / West and is required to work closely with the Regional Director West and General Manager Business Development & Evidence Informed Models
Effective date	November 2019

Overview of Program

Anglicare services in the Western Region include a broad range of OOHC Placement & Support, Family Services, Community and Parish Partnership programs which target disadvantaged children/young people, families and individuals.

The Development Manager West is a senior role which is required to undertake a key leadership role across the Region with a focus on sector reform, business development, Regional service integration, practice and partnerships. The Development Manager West is required to work closely & collaboratively with the General Manager Business Development & Evidence Informed Models and all Anglicare Development Managers in relation to planning, innovation and service integration across all Regions.

Development Managers are members of the Anglicare Victoria Senior Management Group.

Position Objectives

Working in partnership with the Divisional Director, Regional Director, General Manager Business Development & Evidence Informed Models, the key position objectives of the Development Manager role are as follows:

1.	Undertake a lead role with sector reform. This includes the development of Anglicare service and program integration, as well as pursuing opportunities for business development.
2.	Play an active role as part of the Regional Leadership team.
3.	Take a lead with practice development across the region and undertake program and case reviews, as well as critical incident analysis.
4.	Take a lead role with external stakeholder partnerships and related processes.
5	Ensure collaboration across regions by establishing relationships with other Anglicare Victoria Development Managers.
6.	Contribute to the overall planning, development, operations and evaluation of Anglicare Victoria services in the Region.

Key Responsibilities

Working in partnership with the Divisional Director, Regional Director, General Manager Business Development & Evidence Informed Models, the key responsibilities are as follows:


1.	Practice & Business Development <ul style="list-style-type: none"> • Develop and maintain communication links and cooperative arrangements with the appropriate funding body, community service providers and other key stakeholders relevant to the program. • Pursue opportunities for service development and advancement of organizational strategic projects • Promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of Anglicare's Strategic Plan. • Contribute to the development of an integrated service system capable of customising creative service responses to client needs and service contract expectations. • Identify and progress opportunities to expand operations through the development of strategic partnerships and other consortium arrangements. • Identify, evaluate and ensure continuous practice improvement and development across the region, as well as undertake program and case reviews. • Undertake a key lead role in negotiations with DHHS and other funding bodies as required. • Lead the development of submissions / tenders • Lead the operational implementation of new models of service delivery.
2.	Networking & Relationship Management <ul style="list-style-type: none"> • Continue or enhance relationship management with key Government and other stakeholders. • Develop and maintain good working relationships with Development Managers, Quality Managers and Program Managers.
3.	Performance & Outcomes Responsibility for Performance Reporting, outcomes, evaluation, and relevant data reporting & critical incident analysis across the region
4.	Strategic Planning Contribute to the development of regional business plans that will bring about the achievement of <i>Strategic Directions</i> and quality service outputs and outcomes through the astute deployment of all available resources and infrastructure.

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. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Tertiary qualifications, preferably in social sciences and/or management.
	2. Demonstrated experience planning, development and management of human services.
	3. Comprehensive understanding of the human service delivery system, with particular reference to services for families and children in out of home care.
	4. Demonstrated ability to Mediate and negotiate appropriate outcomes in complex work situations.
	5. Outstanding communication skills, with demonstrated experience in tender writing and submission development.
	6. Demonstrated ability to provide leadership and consultation in relation to practice in the area of Placement and Support and Family and Community Services.

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

- An attractive remuneration package will be negotiated with the successful applicant. 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 Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
