

Position Description

Title	Alliance Facilitator – Central Highlands
Business unit	Child, Youth & Families
Location	418 Wendouree Parade, Wendouree, VIC, 3350
Employment type	Ongoing – Full Time
Reports to	Senior Manager Child, Youth & Families

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

Program Information

The Central Highlands Child and Family Alliance is funded by the Department of Families, Fairness and Housing (DFFH) and is made up of senior representation from partner agencies that deliver Family Services, and Family Preservation Reunification and Response programs in Central Highlands Catchment area.

The Alliance is divided into an Executive and Operational structure. The Executive Group provides leadership and strategic direction, including for the development, implementation and monitoring of the strategic plan and action plan, oversees broader operational policies, and fosters effective Alliance relations.

The Operations group provides oversight and coordination of service delivery for each program – Family Services, and the Family Preservation Reunification and Response – and have a key role in the implementation of the strategic plan initiatives and actions at an operational level. The Operations group is also responsible for raising emerging or ongoing issues impacting service delivery. The Alliance Facilitator works in collaboration with the Executive and Operations Groups, as well as key external networks and partnerships, to develop and implement a long-term Strategic Plan and financial year Action Plan.

Position Description

Alliance Facilitator – Central Highlands

Position

The Alliance Facilitator works in association with both the Executive and Operational Groups and has the following key tasks:

- Driving progress and initiatives identified in the Alliance Action Plan and provide progress reports according to DFFH timelines.
- Liaising with and between senior managers/operational managers in Alliance agencies to support collaborative and facilitative relationships.
- Supporting the development of cross sector partnerships with a range of other local services including family violence, early years and youth services (including local government services), universal health and education services and specialist services for children and adults.
- Coordinating and where applicable, acquitting Alliance resources such as system enabling funding (program development, Alliance facilitation) and family services flexible funding to ensure it is best used to meet priorities of the Alliance.
- Identifying and supporting workforce capability creating opportunities for reflective practice and shared workforce development opportunities across programs represented in the Alliance, such as Family Services, Placement and Prevention, and The Orange Door.
- Coordinating the implementation of policy changes at the local level.
- Participating in feedback loops regarding emerging trends and themes, including impacts of environmental contexts (such as COVID-19), and consequences of new or changed policies and programs.
- Supporting the work to build a flexible and innovative design of the Alliance with their Aboriginal Community Controlled Organisation partners, to enable and advance Aboriginal self-determination and autonomy through equitable participation and shared decision making as outlined in the Wungurilwil Gagapduir: Aboriginal Children and Families Agreement.
- Advancing Alliance partnership health, by attending to partnership health checks between all agencies delivering the range of Family Services

2. Scope

Budget:

- \$300,000 - \$400,000

People:

- Administration Support Worker
- Temporary Project workers at times

3. Relationships

Internal

- Senior Manager – Child, Youth & Families
- Manager - Child, Youth & Families
- Team Leaders – Child Youth & Families
- Senior Practitioners – Child, Youth & Families

External

- Alliance Executive Group
- Alliance Operations Group
- Department of Families, Fairness and Housing

Position Description

Alliance Facilitator – Central Highlands

4. Key responsibility areas

Service Delivery

- Provide facilitation and support to the Central Highlands Child and Family Alliance to progress tasks and projects.
- Take a lead role in the implementation and review of the Strategic Plan and Action Plan as specified by the DFFH, through consultation with Alliance partners and relevant stakeholders.
- Utilise relevant data sets to collate, present and provide some analysis to inform action planning.
- Establish and maintain effective communication processes within and on behalf of the Alliance, including acting as the key Alliance contact person for DFFH outside the Alliance meeting structure.
- Act as the main conduit between services, sectors, individuals, and organisations involved in the projects and as a spokesperson for the Alliance as required.
- Maintain and build relationships with key networks and partnerships for the purpose of collaboration, particularly towards achieving shared outcomes.
- Participate in local and state-wide sector specific networks.
- Participate in the development of broader sector policy and advocacy activities.

Legal Requirements & Risk Management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

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.

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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.

Position Description

Alliance Facilitator – Central Highlands

- 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

5. Performance indicators

- Stakeholder management both internal and external
- Teamwork
- Participation in the performance review and development planning process

6. Person specification

Qualifications

- Tertiary qualification, knowledge and experience in community development, social services, early years child and family welfare or equivalent
- Current Driver's License

Experience

- Experience in the design, implementation, and evaluation of service co-ordination improvement projects
- Substantial project management experience with strong analytical skills
- Comprehensive understanding of the Children and Family Services Sector, including Child Protection, the requirements of the Children, Youth and Families Act 2005 and the strategic framework and standards for Family Services 2006
- Understanding of the requirements of the development, implementation and evaluation in child and family welfare partnership models
- Proven experience and demonstrated ability in supporting collaborative effort within and across community based and government organisations.
- Demonstrated strong research skills including highly developed report writing skills.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Child Safety:** Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Customer centricity:** demonstrated ability to provide high levels of service and set expectations of high levels of service within the team environment.
- **Planning:** demonstrated strategic planning approach
- **Time management:** proven capacity to achieve timelines, demonstrated ability to set priorities, meet deadlines, work with minimal supervision and under pressure.
- **Computer skills:** solid Microsoft/Database and information technology skills, proficiency in use of computer, with ability to learn relevant systems.
- **Communication:** strong literacy skills, demonstrated high level facilitation and presentation skills, sound communication skills, using an open, honest, articulate and flexible approach in both written and verbal communication, ability to actively listen.

Position Description

Alliance Facilitator – Central Highlands

- **Interpersonal focus:** strong interest in people and respect for others. The ability to suspend judgement.
 - **Cooperative:** demonstrates team behaviours striving for co-operative and professional relationships.
 - **Conscientious:** responsible, dependable, organised and persistent.
 - **Flexibility:** ability to work flexible hours
 - **Problem Solving:** ability to problem solve and effectively give and receive feedback
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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.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: