

CLASSIFICATION: Band 7
OCCUPANT: Vacant
DATE: July 2024

POSITION CONTEXT & OBJECTIVE(S):

The South West Child and Family Services (SWC&FS) Alliance is a partnership between Brophy Family and Youth Services, Catholic Care, Colac Area Health, Dhauwurd-Wurrung Elderly and Community Health Service, Gunditjmara Aboriginal Co-operative, Meli, Mpower Inc., Warrnambool City Council, Winda-Mara Aboriginal Corporation and the Department of Families, Fairness and Housing. The Alliance aims to promote the safety, stability and development of vulnerable children, young people and their families, and to build capacity and resilience for children, families and communities. The funded services as part of this Alliance include Integrated Family Services and Family Preservation and Reunification Response.

This role will provide high level executive support, coordination and advice to the SWC&FC Alliance and establish common approaches and tools to support the operation of the Alliance. The role will provide administrative support to all three levels of the SWC&FC Alliance. This includes the Governance and leadership group (Governance group), Operational management (Service Development Group) and Service Delivery(Direct Services Group).

KEY RESPONSIBILITIES AND DUTIES:

List all key duties for the role

- Report to and seek direction from the SWC&FSA Governance Group Support planning action in consultation with various levels across the Alliance.
- Distribution of information to the alliance at all levels.
- Support collaborative practice between the services provided by Alliance partners, and other child and family service providers, including The Orange Door.
- Assist Alliance Chair and Alliance members to undertake operational duties of the Alliance.
- Play a key role in ensuring effective communication is achieved within and on behalf of the Alliance, this will include agenda preparation, attendance, and minute taking across all levels of the Alliance.
- Attendance at State-wide Alliance network meetings
- Collate and present data to the Alliance to inform planning and service delivery.
- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with SWC&FSA Terms of Reference.
- Provide Administrative support to all three level of the SWC&FSA Alliance.
- Liaise between Alliance members, relevant government departments, internal and external stakeholders, the general public and clients as required.
- Other duties as required.

KEY SELECTION CRITERIA:

Applicants are required to address in writing the key selection criteria in their applications and will need to demonstrate to the selection panel that they have met the following criteria:

1. Provide support, develop, coordinate and implement the activities of the Alliance including Alliance action planning and review, environmental scanning, identifying strategic objectives.
2. Analysis of local area data from statewide data systems including the client voice information.
3. Utilise strategic frameworks and tools to workshop local area priorities.
4. Undertake tasks in relation to the operation of the Alliance as directed by Governance group members.
5. Assist in the development and implementation of the catchment plan and strategic direction of the Alliance.
6. Undertake policy review and report writing as required.
7. Assist with the coordination of partnership development activities.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

OUR ORGANISATIONAL VALUES
WORKING TOWARDS A BETTER WARRNAMBOOL

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

YES

ORGANISATIONAL RELATIONSHIPS:

Reports to: XX
Supervises: NIL
Internal Contacts: All Staff
External Contacts: XX

RELATIVE LEGISLATION

- Fair Work Act 2009
- National Employment Standards
- Occupational Health & Safety Act 2004
- Superannuation Act 1976
- Victoria Long Service Leave Act 2018
- Victoria Workplace Injury Rehabilitation and Compensation Act 2013
- Gender Equality Act 2020

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the coordination of the activities of the SWC&FSA Alliance.
- Development of partnerships and collaboration amongst partnership members, agencies, government departments and stakeholders.
- Committed to continuous improvement, social justice and innovated practice and service delivery.
- As identified and directed by the Alliance.
- Council is committed to creating and maintaining a child safe and child friendly city, where all children are valued and protected from abuse. Child safety and wellbeing are a community responsibility and are everyone's business. The safety of children in our care is Council's first priority and we have zero tolerance for child abuse or harm.

JUDGEMENT AND DECISION MAKING:

- Guidance and advice are always available in the time available to make a decision within the constraints of authorised practices and Council's policies and procedures.
- Tasks and work objectives are well defined by Team Leader Financial Services to enable successful completion of tasks.
- Assist in the ongoing process of continuous improvement within the tasks performed to ensure increased efficiency and service delivery to all users through the development and implementation of improved systems, procedures and processes.

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SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated ability to develop and maintain strong collaborative relationships between alliance partners and key stakeholders.
- Demonstrated ability to develop policies and procedures in a collaborative manner involving all those affected.
- Ability to undertake program development and an understanding of the service delivery model under which the Alliance operates.
- Ability to understand and interpret data from State-wide databases in order to improve practice.
- Knowledge of the provision of services to vulnerable children and their families.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated analytical skills and the ability to support a partnership alliance consortium.
- High level research skills, organisational ability, time management, administrative and computer skills.
- Excellent written and communication skills.

INTERPERSONAL SKILLS:

- Ability to provide sound advice, understand service provision and work with a diverse range of stakeholders.
- A commitment to social justice principles and a strategic, innovative thinker.
- Ability to work cooperatively and effectively with universal, secondary and specialist service providers.
- Ability to work independently and meet all deadlines set by the alliance members

QUALIFICATIONS AND EXPERIENCE:

Essential qualifications:

- A current Victorian Driver's license.

Desirable qualifications:

- A tertiary qualification in business management, human services, project management

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

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| Name: | |
| Signature: | |
| Date: | |