**POSITION DESCRIPTION**

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| **POSITION TITLE:** | Practice and Development Leader |
| **REPORTS TO:** | Chief Executive Officer | **WORK AREA UNIT:** | Practice and Development |
| **FULL TIME OR PART TIME:** | Full time | **PRIMARY LOCATION:** | Bayswater |
| **DIRECT REPORTS:** |  4-7 | **JOB CLASSIFICATION:** | SCHADS Level 8 |

**POSITION SUMMARY**

The Practice and Development Leader exercises managerial responsibility for the Practice and Development Team which consists of the Education and training team and the programs team. The Education and training team support and develop quality practice in the sector as well as the organisation through the delivery of innovative, partnership based accredited and non-accredited training opportunities and research. The Practice and Development Leader will work collaboratively with the Chief Executive Officer to build and develop a skilled workforce, develop and strengthen practice, and provide high quality effective service delivery. They undertake work of significant scope and complexity overseeing the programs team and supporting them to deliver cultural healing, behavior change and therapeutic based programs. They are also key in the development and maintenance of partnerships with key stakeholders to ensure quality delivery of services.

**KEY RESPONSIBILITY AREAS**

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| **Service planning and implementation** | * As a member of the senior leadership team, support the CEO with strategic planning, program reviews, setting Organisational priorities, setting, and mitigating against organisation and program risks and workforce planning.
* Upholding strategic direction from the Board of directors and CEO
* In collaboration with Senior Leadership, contribute to operational planning to ensure service planning and delivery is integrated, holistic and aligned with the BWAHS service delivery model and the strategic direction of the organisation.
* Provide specialist advice and support to the Chief Executive Officer on matters relating to the training and research team and, the programs team.
* Lead a positive organizational culture that centers the Aboriginal voices of the team and clients as leaders in understanding their experiences and having those experiences inform practice.
* Develop and present detailed and comprehensive reports on the BWAHS training and research team and the programs team’s activities including but not limited to briefings to the Board of Directors.
* Provide strategic leadership in portfolio operational and service planning, reporting and review processes.
* Ensure that the training and research team and the programs team’s operational plans are developed, implemented, monitored, and reviewed and incorporate community need and participation.
* Undertake ongoing practical and theoretical professional development relevant to the position responsibilities, as required.
* Monitor, review and evaluate achievement of performance indicators your teams’ service deliverables.
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| **Practice Leadership** | * Model leadership in a range of areas including knowledge of legislation, policy and procedure, the application of theory and modalities.
* Ensure that identified risks are managed effectively, to minimise adverse effects on the organisation and BWAHS Clients.
* Participate and contribute to operational committees and processes as required.
* Ensure that quality improvement and risk management principles are embedded and actioned in operational systems.
* Demonstrate a commitment to community control and Self-determination.
* Provide leadership in the development of a high-performing organisation that has a culture of transparency, accountability, and collaboration.
* Role model and promote the values of the organisation.
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| **Project Management** | * Hold supervisory responsibility for the practice and development team.
* Support the programs team to manage intake into programs and risk assess/manage, when necessary, in collaboration with the Women’s and Children’s Family Violence Services Leader and the Men’s Family Violence Services Leader.
* Support the collaboration across client facing services to ensure relevant and effective program delivery.
* Co-ordinate and lead the planning, review, and management of education and training programs within BWAHS.
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| **Engagement of key stakeholders** | . * Supporting the engagement of education providers including and not limited to Universities, TAFEs and Registered Training Organisations.
* Seek opportunities to further develop the teams through funding applications, Professional development opportunities and reflective practice processes.
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| **Culturally informed practice** | * Provide comprehensive, culturally appropriate, and accessible professional leadership, including individual and group support and mentoring to employees.
* Develop and promote a positive workplace culture and a workforce that embraces ongoing change and evolution.
* Develop and implement processes that contribute to a stimulating and rewarding work environment.
* Foster the development of high performing multidisciplinary teams
* Assist in the collaboration with Cultural experts and Aboriginal and Torres Strait Islander peoples to develop programs which respond to identified needs.
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| **Manage Risk** | * Manage risks through consultation with the leadership team.
* Participate in risk management processes including programs team’s use of risk assessment.
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| **Administration** | * Ensure reports and data outputs meet BWAHS contractual obligations.
* Ensure that all client records are in accordance with BWAHS quality/audit requirements.
* Oversee and maintain budget and expenditure as part of the leadership team and within the practice and development team.
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| **Policies, Procedures and Systems** | * Comply with all organisational policies and procedures.
* Proactively communicate, identify, report, assess WHS related risks and hazards.
* Demonstrate commitment to the objectives of the team and organisation and show considerable drive and effort in achieving work and organisational goals.
* Identify, develop and support and/or implement new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team and organisational goals.
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The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee’s skill, qualification, experience and competence level to meet the organisation’s operational needs.

The Position Description may be amended from time to time at the organisation’s discretion. Where there is inconsistency between KPI’s in this Position Description and those within the Organisation Objectives, the Organisation Objectives will stand.

**KEY SELECTION CRITERIA**

1. Relevant qualification in delivery of therapeutic programs, cultural connection programs, and / or delivery of education and training opportunities such as a current training and assessor qualification.
2. Demonstrated practical experience in working with the Aboriginal and Torres Strait Islander people and communities in either training/education or group facilitation.
3. Demonstrated capacity to provide leadership and development opportunities to a diverse team.
4. Ability to critically assess data and trends and to creatively respond to these.
5. Demonstrated success in maintaining external networks and collaborative relationships with key stakeholders, including participating and representing BWAHS’s interests.
6. Demonstrated high level writing skills in preparing written reports, maintaining records, writing training materials and resources, data base reporting and meeting compliance requirements of funding bodies.
7. An ability to apply the legislative requirements relevant to the work in a practice setting.
8. An understanding of child safe standards and the *Children Youth and Families Act 1995* (Vic), and their application in practice.

**This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.**

**CONDITION OF EMPLOYMENT**

It is a condition of employment that BWAHS be provided with the following:

* Current Victorian Driver’s License
* Current Working with Children’s Check
* Undertake National Police Check
* Copy of Vaccination Certificate

**KEY ATTRIBUTES FOR ALL EMPLOYEES**

* ***Commitment to BWAHS Vision, Mission, Values and Principles –*** All employees must demonstrate commitment to the organisation’s Vision, Mission, Values and Principles throughout employment activities and ensure individual development plans.
* ***Self- Assessment and Reflection*** – the capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self-development, social awareness and relationship management, in order to contribute to a more effective and supportive organisational culture.
* ***Ethical –*** Reflects expected standards of behaviour and/ or Codes of Ethics.
* ***Culturally Aware –*** values social inclusiveness as a strength and positively utilises diversity.
* ***Communication and collaboration –*** Works with others to achieve common goals and disseminates information using appropriate media/ language to the right people at the right time.
* ***Accountability –*** Individual responsibility to deliver services with the relevant legislative and regulatory framework and in accordance with sound professional practice and business/ service management practice.
* ***Consumer/ Client focussed –*** Prioritises the needs of clients and the aims for the best outcomes for clients.
* ***Work Health and Safety****-* All employees will perform their duties in accordance with BWAHS Work, Health & Safety policy.
* **Privacy and Confidentiality** *-* All employees will perform their duties in accordance with BWAHS *Privacy and Confidentiality policy.*