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|--|---|--|--------------------------------|--|--------------------------|
|  | <b>Position Title: Project Support Officer</b>          |  | <b>Team: Administration</b>    |  | <b>Region: Gippsland</b> |
|  | <b>Supervisors: Project Manager Broadening Horizons</b> | <b>Delegations and Authorities:</b><br>In Line with Delegations Policy | <b>Band:</b><br><b>(A-D) A</b> | <b>Date Completed:</b><br><b>19 April 2017</b> |                          |

## ORGANISATIONAL INFORMATION

| OUR VISION AND FOCUS   |  | ROLE CONTEXT  |
|--|--|---|
| <p><b>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</b></p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p> |  | <p>In 2013, The Department of Education and Training (DET) and what was formerly known as the Gippsland Regional Managers' Forum (RMF) committed to the development of a 'real life' workplace learning model aimed at increasing the rate of positive outcomes for young people in Gippsland. To achieve this the <i>Broadening Horizons Project</i> in Gippsland was established and is a funded community project through the auspice of Berry Street from April 2017.</p> <p>Now in its third year the <i>Broadening Horizons Project</i> has seen the development and trial of an innovative learning model, involving educators and organisational employees working collaboratively, co-designing and co-delivering units of work. The learning model has re-framed school curriculum to incorporate the 'world of work' and reflect the enterprise skills and dispositions needed within the workplace. <i>Broadening Horizons</i> is providing meaningful, ongoing workplace-linked learning opportunities for the students of eleven Gippsland government secondary schools and more than 12 organisations, including business, across Gippsland.</p> |
| OUR VALUES   |  | PRIMARY OBJECTIVES OF THE ROLE  |
| <p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> To be the best we can be and to never give up</p> <p><b>Integrity:</b> Expect a personal and organisation commitment to honesty</p> <p><b>Respect:</b> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><b>Accountability:</b> Be responsible for our own actions</p> <p><b>Working Together:</b> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>  |  | <p>The primary objectives of the Broadening Horizons Project is to:</p> <ul style="list-style-type: none"> <li>• Build education aspiration for students, teachers, and families</li> <li>• Improve student engagement in their and school completions rates</li> <li>• Contribute to the Gippsland Community's prosperity and social and economic growth</li> </ul> <p>The Purpose of the Project Support Officer is to provide support the Project Manager to manage, develop and grow the project profile and participation through a range of duties as outlined. The two roles will work closely to achieve the outcomes of the Broadening Horizon Project.</p>  |
|  |  | REPORTING RELATIONSHIPS   |
|  |  | <p>This role is based at our Gippsland office. It is part of the Broadening Horizons Project.</p> <p>This role reports to Project Manager Broadening Horizons who will provide supervision and review. This role has no direct reports, but will form part of the overall Berry Street Administration Support Team.</p> <p>This is a fixed term, full time position until 30 June 2019.</p>   |

## KEY SELECTION CRITERIA

- Coordinating workshop and project events, sourcing venues and organising logistics including catering and technology
- Provide support to the Project Manager to support Broadening Horizon's Work and communication plan.
- Demonstrated experience in a program support, events coordination or similar role.
- Prepare briefs and communication documents, distribute media releases and field enquiries
- Experience with Data entry, excel and Powerpoint management
- Demonstrated ability to engage with stakeholders, schools, teachers and industry to support and liaise in relation to Broadening Horizons.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

### QUALIFICATIONS AND OTHER REQUIREMENTS

- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

### DESIRABLE

- Qualification in events management and or program support and administrative management.
- Demonstrated experience in a program support, events coordination or similar role.
- Strong administrative expertise

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

| ACCOUNTABILITY                               | SPECIFIC RESPONSIBILITIES   |
|--|---|
| <b>Stakeholder Engagement</b>                | <ul style="list-style-type: none"> <li>• Take opportunities to develop and engage with project stakeholders</li> <li>• Promote the project as opportunities present on the Broadening Horizon goals</li> <li>• Effective engage with and monitor communications across a range of school, industry and community key stakeholders.</li> </ul>   |
| <b>Workshop / Project Event coordination</b> | <ul style="list-style-type: none"> <li>• Co-ordinate and manage the support of project events and workshops as required</li> <li>• Distribution 'save the date' invitations and develop invitations</li> <li>• Source appropriate venues, including technologies and amenities required for workshops</li> <li>• Design and distribute agenda</li> <li>• Plan for and distribute invitations</li> <li>• Manage RSVP's and attendees requirements</li> <li>• Organise catering</li> <li>• Provide support to the Project Manager with compiling presentations and during workshops</li> <li>• Printing of additional resources/worksheets/tools as needed</li> <li>• Stationery management for workshops</li> <li>• Organising and coordinating other resources as required</li> <li>• Attend workshops and provide support through collation of feedback, notes to document and distribute to stakeholders</li> <li>• Collate workshop feedback and distribute</li> </ul> |
| <b>Communication</b>                         | <ul style="list-style-type: none"> <li>• Maintain stakeholder engagement plans</li> <li>• Field general enquires from project stakeholders as required</li> <li>• Manage and maintain schedule of important dates for the project</li> <li>• Design and distribute communication documents to project stakeholders as required</li> <li>• Distribute media releases</li> </ul>  |
| <b>Data Management</b>                       | <ul style="list-style-type: none"> <li>• Manage the organisation and appropriate filing of documents</li> <li>• Manage electronic data and electronic systems, including the management of access to shared information for project stakeholders</li> <li>• Establish and maintain project files and documentation</li> <li>• Manage and maintain project stakeholder information</li> <li>• Provide support with the collection, design and collation of project documentation</li> <li>• Manage and maintain online platform information</li> <li>• Support Powerpoint presentations.</li> </ul>  |
| <b>Administration</b>                        | <ul style="list-style-type: none"> <li>• Compile meeting agendas and distribute</li> </ul>  |

|              |   |
|--------------|---|
|              | <ul style="list-style-type: none"> <li>• Take minutes for meetings and distribute</li> <li>• Print and prepare documents for meetings as required</li> <li>• Book accommodation as required for the Project Manager</li> <li>• Manage the Project Manager's diary and liaise with keystakeholders</li> <li>• Source and book meeting rooms</li> </ul>   |
| <b>Other</b> | <ul style="list-style-type: none"> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.</li> <li>• Other duties as directed</li> </ul> |

## CONDITIONS OF EMPLOYMENT

1. This position is for 60.8 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement.
2. This is a fixed term, part time position until 30 June 2019.
3. You will initially be employed at our Morwell office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
4. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$15,899 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
5. The base salary for this position is SCHADS Level 4, Pay Point 1 \$59,517.12 (pro-rata) under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identify and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy

#### INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

| Element                     | Key Activity   | Frequency      |
|-----------------------------|--|----------------|
| <b>Work Environment</b>     | Manage demanding and changing workloads and competing priorities.  | Daily          |
|                             | Work in a team environment.  | Daily          |
|                             | Work in different geographic locations.  | Daily          |
|                             | Work office hours with the possibility of extended hours.  | Regularly      |
|                             | Work in an open plan office.   | Could be daily |
|                             | Work in buildings which may be two-storey.   | Could be daily |
|                             | Sit at a computer or in meetings for extended Periods.   | Daily          |
|                             | Present at court and other jurisdictions.  | Occasionally   |
| <b>People Contact</b>       | Liaise with government, non-government and community organisations.  | Daily          |
|                             | Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.  | Regularly      |
|                             | Interact with clients and members of the public who could display verbal or physically challenging behaviour.  | Regularly      |
| <b>Administrative Tasks</b> | Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data. | Daily          |
|                             | Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.   | Daily          |
| <b>Transport</b>            | Drive vehicles possibly over long distances and in all traffic and weather conditions.   | Regularly      |