

	Position Title: Capability Building Coordinator		Team: Training, Compliance & Administration		Region: Central
	Supervisors: Manager – Training, Compliance & Administration	Delegations and Authorities: In Line with Delegations Policy		Band: C	Date Completed: 6th March 2018

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</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>Berry Street values its staff as the most important resource in the provision of responsive and responsible service provision. The diverse, complex, and challenging nature of our service delivery, together with new practice knowledge, and changing client needs requires continuous attention to the support and learning and development needs of our staff.</p> <p>Berry Street is pleased to be part of the Enhanced Pathways to Family Violence Work Project (the Project) which is being led by the Department of Health and Human Services (DHHS) on behalf of Family Safety Victoria, and in partnership with the Victorian Council of Social Services, Domestic Violence Victoria, Domestic Violence Resource Centre and the Future Social Services Institute. It aims to support the development of the family violence and community services workforce through:</p> <ul style="list-style-type: none"> • Student placements in community services sector organisations which provide specialist and/or non-specialist family violence services • Supervision training for experienced workers to enhance their competence and confidence (in working with students and practice entrants) • Developing and transitioning graduates and new workers to family violence roles <p>This role would lead Berry Street's efforts to develop and student placements both internally and externally with the view to grow the workforce for the family violence sector across the state.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The Capability Building Coordinator (CBC) will be embedded within Berry Street and will provide dedicated resources to enable student placements. They will support the use of existing tools, including Placeright (an information management system for student placements) and the Best Practice Clinical Learning Environment (BPCLE) framework and tool (to enhance quality student placements), and will support the development of formal partnerships with education providers.</p> <p>Building both student supervision and practice supervision capability and capacity will be critical to this work and, along with placement administration.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Richmond Office.</p> <p>The Capacity Building Coordinator reports to the Manager – Training, Compliance & Administration who will provide supervision and review.</p> <p>This position is full time fixed term for 12 months.</p>

KEY SELECTION CRITERIA

- Knowledge of family violence relevant to the Victorian community services sector and experience in family violence practice is required.
- Highly developed interpersonal and diplomacy skills, with the ability to work independently or as part of a collaborative team.
- Problem Solving Skills: Seeks all relevant information for problem- solving; Liaises with stakeholders; Analyses issues from different perspectives and draws sound inferences from information available; Identifies and proposes workable solutions to problems; Implements solutions, evaluates effectiveness and adjusts actions as required.
- Stakeholder Management: Identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships; Identifies and responds to stakeholder's underlying needs; Uses understanding of the stakeholder's organisational context to ensure outcomes are achieved; Find innovative solutions to resolve stakeholder issues.
- Change Management: Identifies the need to change; Describes the reasons for the change and the risks of not changing; Actively promotes and drives change using broad influencing skills to overcome barriers and gain support; Remains calm and optimistic, even when things don't go as planned; Draws upon a range of sources for ideas and solutions.
- 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.
- Computer Skills: Comfortably uses a wide range of software application features for word processing, spreadsheets, etc.

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

- A relevant qualification is desirable

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Service Delivery	<ul style="list-style-type: none"> • Support stakeholders to participate in the Project. This includes: <ul style="list-style-type: none"> ▪ supporting stakeholders to respond to annual requests for clinical placement data and to meet reporting requirements ▪ supporting stakeholders to use Placeright ▪ supporting stakeholders to implement the BPCLE Framework and use the BPCLEtool ▪ providing support, advice and information to participating consortia stakeholders • Ensure organisations hosting students are supported to implement the Student Placement Agreement (SPA) and Standardised Student Induction Protocol (SSIP) (provided by DHHS) • Support participating community service organisations in project activities • Access existing, suitable supervision training for workers in participating organisations • Maintain and develop effective working relationships with diverse stakeholders • Support the upskilling of student supervisors in family violence and family violence practice • Support student supervisors through a community of practice
Program Development	<ul style="list-style-type: none"> • Identify organisation that may be interested in being part of the project • Develop and maintain relationships that will promote the program and deliver opportunities for student placements • Liaise with others involved with the Enhanced Pathways to Family Violence Work Project, representing the organisation in forums and bringing back key information and learnings • Develop internal and external administrative systems to support the program, integrating Berry Street's existing student placement systems and tools with those required for the project. • Build workforce development sustainability in participating organisations
Other	<ul style="list-style-type: none"> • Administration and compliance associated with student placements • Provide regular reports to the Director – PCIS on the project • Share knowledge regarding student placements and how to improve their success with others • 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. • 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.

CONDITIONS OF EMPLOYMENT

1. This position is for 76 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 position for 12 months.
3. You will initially be employed at our Richmond 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 7 PP1 \$82,102.80 under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
6. 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.
7. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
8. 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 identity and qualifications.
9. 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.
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
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Occasional
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey	Regular
	Sit at a computer or in meetings for extended periods	Daily
	Work in an environment with competing demands.	Daily
People Contact	Undertake training and professional development activities.	Regular
	Liaise with government, non-government and community organisations	Daily
	Facilitate access to specialist, generic and community services	Daily
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Undertake intensive administrative tasks, which include computer work, report writing (e.g. financial reports), participating in meetings and concentrating for long periods of time.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional