

	<b>Position Title:</b> Team Leader		<b>Team:</b> Research & Evaluation		<b>Region:</b> Take Two – Statewide
	<b>Supervisors:</b> Deputy Director – Take Two	<b>Delegations and Authorities:</b> In Line with Delegations Policy		<b>Band:</b> (A-F) C	<b>Date Completed:</b> 8 August 2018

## 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>Take Two is an intensive therapeutic service for infants, children and young people who have suffered trauma, neglect and disrupted attachment. It provides high quality therapeutic services for families, as well as contributing to the service system that provides care, support and protection for these children. Take Two is a Victoria-wide service funded by the Department of Health and Human Services, auspiced by Berry Street in partnership with School of Social Work and Social Policy, La Trobe University, Mindful (Centre for Training and Research in Developmental Health) and the Victorian Aboriginal Child Care Agency (VACCA). It is also involved in partnership with other community service agencies to provide services to therapeutic foster care, Aboriginal therapeutic home-based care, therapeutic residential care and the Stronger Families service.</p> <p>Take Two is a Flagship of the Child Trauma Academy’s Neurosequential Model of Therapeutics and is a leader in the field of providing a developmentally informed trauma specific service to children and their families.</p> <p>The Take Two Research and Evaluation Strategy aims to undertake a regular evaluation of the Take Two program as well as contributing to broader knowledge and research regarding the client group and the issues confronting them.</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 Take Two Research and Evaluation Team Leader has primary responsibility for the overall functioning and supervision of the Research and Evaluation Team. The Research and Evaluation Team is tasked with conducting a formative and summative evaluation of Take Two in line with the Research and Evaluation Strategy. The Research and Evaluation Team conducts a wide range of research activities including program evaluation; research design, implementation, data collection &amp; analysis, and dissemination; and staff training. The team supports clinical and other staff in their research endeavours (i.e., research design, literature review, data collection and entry, statistical analysis, paper drafting). The team also undertakes and contributes to specific submissions and projects related to Aboriginal research areas, the Take Two client group and the broader field. The team generates regular reports for Take Two management regarding client information and outcomes (i.e., outcome measure analysis, stakeholder surveys).</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Eaglemont and La Trobe University office. It is part of the broader research partnership with La Trobe University (School of Allied Health, Social Work and Social Policy Discipline) and part of the broader Take Two team which also includes the Clinical Practice Development team and the Clinical teams.</p> <p>The Take Two Research and Evaluation Team Leader reports to the Deputy Director, Take Two and works in close collaboration with the Principal Research Consultant, La Trobe University. This role currently has 2 direct reports though this can increase depending on research grants.</p>

## EXPECTATIONS

All Berry Street staff are expected to meet the following expectations:

- Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- 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.

## KEY SELECTION CRITERIA

- Demonstrated ability to lead a team to deliver on established projects and priorities.
- Demonstrated ability to undertake research including data collection, data analysis, writing for reports, publication, and presentations.
- Demonstrated ability to undertake preparation for ethics applications and other approval processes.
- Demonstrated ability to write submissions for: research grants, private trusts, government and other funding,
- A sophisticated understanding of the complexity of the child and family service system and the issues involved in providing services and conducting research in relation to statutory Child Protection clients
- Demonstrated commitment to innovation, continuous improvement, collaborative work practices, and a learning culture. Demonstrated capacity to lead staff management processes, including recruitment, development, supervision, feedback and performance management of staff.
- Excellent written and oral communication skills including timely and accurate written reports, and able to clearly articulate and engage with a range of audiences – children, families, caregivers and other professionals

## QUALIFICATIONS AND OTHER REQUIREMENTS

- Tertiary qualification in Psychology, Social Work or related discipline.
- A higher degree related to research.
- Please note: The scope of this position does not require the incumbent to practice as a registered psychologist or a registered occupational therapist and, as such, discipline specific registration is not a requirement. If the incumbent wishes to maintain registration it is at the incumbent's discretion and will not impact on the scope of this role.
- WWCC and satisfactory Criminal Records Check

## DESIRABLE

- Experience with data analysis software programs such as SPSS, NVivo, Endnote and Excel
- An understanding of the ACHS EQuIP6 framework would be an advantage.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Research Activities	<ul style="list-style-type: none"> <li>• Play a major role in the ongoing development and implementation of the Take Two research and evaluation strategy.</li> <li>• Undertake research functions independently and in partnership with others and lead and supervise the team's capacity to undertake related functions.</li> <li>• Establish, improve and ensure systems are in place, in conjunction with Berry Street Information Management team, to track information flow and key decision-making points to manage research and client information systems, for example tracking ethics approvals (including updates, timelines, reviews), grant and submission processes and timelines, changes to data systems, etc</li> <li>• Contribute to the delivery of the current operational plan as outlined in the Take Two research strategy.</li> </ul>
Program Development	<ul style="list-style-type: none"> <li>• Ensure that constructive and collaborative relationships are developed and maintained with key stakeholders associated with the Take Two teams and the research stakeholders.</li> <li>• Contribute to leadership in relevant clinical practice, practice development, training and service system improvement.</li> <li>• In conjunction with the Deputy Director, Take Two and other relevant people, contribute to the successful development and implementation of the research, development, clinical work in general and with the Aboriginal service work of Take Two.</li> <li>• Competently represent the Take Two Program in the professional community, for example at seminars and conferences.</li> <li>• Collaborate with La Trobe University, DHHS and other external organisations and participate in meetings and other processes in accordance with the Take Two partnership processes.</li> <li>• Write and contribute to submissions for government and private trusts and research grants.</li> <li>• Participate in the strategic planning within Take Two that identifies how research supports Take Two in meeting its overall objectives, especially in relation to clinical practice and service system improvement.</li> <li>• Identify key stakeholders in relation to the research strategy for TAKE TWO (including La Trobe University and other partners, DHHS, Aboriginal Communities and Services, CYMHS, Drug and Alcohol services, Education and Community Service Organisations) and ensure that constructive relationships are developed and maintained.</li> <li>• Participate in appropriate forums to promote Take Two and contribute to policy development.</li> <li>• In conjunction with the Deputy Director, Take Two, maintain collaborative working relationships with relevant Berry Street services.</li> <li>• Participate in the Take Two Leadership meetings and other Berry Street and Take Two meetings as appropriate.</li> <li>• Keep abreast of relevant theoretical, legislative and policy development.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Provide monthly and other reports to the Deputy Director, Take Two, as required.</li> <li>• Ensure data reports are provided monthly to the Director or others as required</li> <li>• Assist and prepare reports (verbal and written) for and attend committees such as the Research Executive, Clinical Practice &amp; Research Working Group, and other committees as required.</li> <li>• Update data bases as required and expected</li> <li>• Undertake administrative functions primarily connected with the area of research</li> <li>• Other duties as directed.</li> </ul>

Supervision & Staffing	<ul style="list-style-type: none"> <li>• Provide leadership and management, including supervision, to staff within the Take Two Research and Evaluation Team and facilitate regular team meetings. Provide leadership role within and across the teams including building on the strengths within the team.</li> <li>• Support the Deputy Director, Take Two, and the Director, Take Two, in the recruitment, management and development of appropriately qualified and skilled staff.</li> <li>• Support the Deputy Director, Take Two, in the recruitment, management, development and evaluation of appropriate student placements.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• To competently represent the Take Two Program in the professional community, for example at seminars and conferences.</li> <li>• Participate and at times chair meetings associated with research or the work of the organisational unit to which the research is connected including the Leadership Group, Research Executive, Clinical Practice &amp; Research Working Group and the Research and Evaluation Team Meeting</li> </ul>
Self and Organisation	<ul style="list-style-type: none"> <li>• Participate actively in supervision. The Berry Street model of supervision encompasses management, support, development and mediation. It is not supervision to maintain professional standards. It is the forum to discuss clinical governance and risk and seek approvals and guidance as required.</li> <li>• Engage in workplace organisation training and initiatives of Take Two.</li> <li>• Engage in Communities of Practice and Friday Focus</li> </ul>

## CONDITIONS OF EMPLOYMENT

1. This position is for 45.6 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 2014-2017 Agreement*.
2. You will initially be employed at the Northern Office, Eaglemont. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging is available to a maximum value of \$15,900 in line with our Salary Packaging policy.
4. You will be eligible for an annual motor vehicle allowance of \$10,500 gross (pro rata). This allowance is all inclusive for motor vehicle costs incurred during employment with Berry Street.
5. The base salary for this position is \$96,250.96 pro rata under the *Berry Street Victoria 2014-2017 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 identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 5 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. 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.
10. 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.	Regularly
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office.	Regularly
	Work in buildings which may be two-storey.	Occasionally
	Sit at a computer or in meetings for extended periods.	Daily
	Present at conferences or other forums	Occasionally
People Contact	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.	Occasionally
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasionally
	Undertake supervisory, recruitment, training and professional development activities	Regularly
Administrative Tasks	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, overhead projectors, televisions, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasionally