

	<b>Position Title:</b> Project Manager – Foster & Kinship Care		<b>Team:</b> Services - Innovation		<b>Region:</b> Central
	<b>Supervisor:</b> Director of Innovation	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band:</b> D	<b>Date Completed:</b> 22 <sup>nd</sup> March 2019	

## ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</b></p>	<p>The Innovation division works to support Berry Street to integrate evidence-informed practice from within Australia and internationally. It leads research into possible future service responses and supports the organisation to explore their viability, often by setting up pilot or demonstration projects and engaging multiple stakeholders in evaluating their relevance and scalability.</p> <p>Acknowledging that the best interventions often emerge when ideas collide, Innovation will bring experience from a mixed background in multiple sectors and maximise it for the benefit of the people Berry Street works with.</p> <p>This position within our Innovation team at Berry Street aims to increase our capacity to support the successful implementation of new and innovative practises in our programs across Victoria.</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 never give up, maintain hope and advocate for a ‘fair go’</p> <p><b>Integrity:</b> to be true to our word</p> <p><b>Respect:</b> to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p><b>Working Together:</b> to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The primary objective of the Strategic Project Manager: Foster &amp; Kinship Care role is leadership of the implementation of the Home-Based Care Practice Framework, incorporating the Secure Base Model of Care, across Berry Street foster &amp; Kinship care regional programs.</p> <p>The role also takes responsibility for the management of a number of other strategic projects related to foster &amp; kinship care at Berry Street.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Richmond Office but will be required to travel throughout Berry Street regions and offices.</p> <p>This role reports to the Director of Innovation, who will provide supervision, oversight and support.</p> <p>This role has no direct reports, but may supervise seconded staff, students and consultants from time to time if/as required.</p>

## EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to the principles of social justice. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- 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 is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

## KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Experience in working with children, young people, families and carers.
- A sound understanding of foster & kinship care policy, practice and research.
- Capacity to articulate and relate theory to practice in training and program development.
- Well-developed experience in organising, delivering and facilitating high quality training and related professional development functions.
- A working knowledge of learning transfer, implementation science and evaluation.
- Capacity to develop innovative responses to identified needs in the foster & kinship area.
- Ability to develop strong professional relationships (internally & externally) and networks.
- Specific experience of undertaking project work and project management.
- Excellent written and oral communication skills (including development of training materials and project reports, public speaking 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

- A tertiary qualification in social work, psychology, welfare or a related discipline is required.
- 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.
- Experience of leading projects.
- A minimum of five years of direct practice experience.
- Experience of developing and delivering high quality training.
- Understanding of Government policy and legislation that relates to children, young people and families involved with the Child Protection & Care system.

## DESIRABLE

- Experience of expanding the knowledge and skills taught in training through coaching.
- Competence in the use of Microsoft Power Point and Microsoft Word programs.
- A working knowledge of Implementation Science.

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Management of Secure Base Model Implementation at Berry Street</b>	<ul style="list-style-type: none"> <li>• Maintain a thorough knowledge and understanding of the Secure Base Model of Care</li> <li>• Develop Secure Base training materials for HBC workers and carers</li> <li>• Delivery of Secure Base training to the Berry Street regional HBC teams</li> <li>• Actively using an Implementation Framework to ensure effective model implementation across Berry Street's HBC programs</li> <li>• Coaching of HBC leadership staff in the use of the Secure Base Model within their teams</li> <li>• Accountability for monitoring quality and timeliness of Secure Base coaching and training in Berry Street's regional teams</li> <li>• Development of data collection and monitoring system for the Secure Base initiative</li> <li>• Reporting to and resourcing of the Secure Base Implementation governance group</li> <li>• Supporting establishment of four regional Secure Base Implementation teams</li> <li>• Supporting Secure Base research and evaluation project/s</li> <li>• Ensuring Secure Base is integrated into Berry Street policies and procedures, including HR, Quality and HBC practice policies.</li> <li>• Liaise with UK developers of the Secure Base Model</li> <li>• Case consultation</li> <li>• Development of key internal Secure Base documentation</li> </ul>
<b>Develop and deliver external training and consultancy</b>	<ul style="list-style-type: none"> <li>• Develop and deliver Berry Street HBC products (e.g. Fostering Excellence modules, I Care 2, Raising the Bar)</li> <li>• Develop and deliver Secure Base Model training and consultation to external agencies on a fee for service basis</li> <li>• Present at conferences</li> </ul>
<b>Ensure Berry Street is equipped with up-to-date knowledge of foster &amp; kinship care developments</b>	<ul style="list-style-type: none"> <li>• Scan environment for recent Victorian sector and government policy and practice developments</li> <li>• Maintain awareness of local and international developments in relation to HBC innovations and research</li> <li>• Recommend new HBC initiatives to Berry Street leadership</li> </ul>
<b>Support Berry Street's Development, Marketing &amp; Communication efforts in relation to foster &amp; kinship care</b>	<ul style="list-style-type: none"> <li>• Assume role as media spokesperson on foster &amp; kinship care</li> <li>• Undertake key role in development of communications with foster &amp; kinship carers, including development of quarterly Carers News</li> <li>• Provide advice regarding foster &amp; kinship care for fundraising initiatives</li> <li>• Provide expert advice regarding Foster Care recruitment campaigns</li> </ul>
<b>Coordinate HBC practices across Berry Street</b>	<ul style="list-style-type: none"> <li>• Contribute HBC perspective to organisational major projects (e.g. carer survey, CSNet, Outcome Star)</li> <li>• Promote carer retention strategies</li> <li>• Provide expert knowledge to Learning &amp; Development initiatives</li> <li>• Attend and provide advice to HBC Cross Regional Forum</li> </ul>
<b>Support Berry Street's Records Management team in preparing carer files for release</b>	<ul style="list-style-type: none"> <li>• Review carer files</li> <li>• Brief Berry Street Regional Directors about quality concerns relating to files</li> <li>• Provide advice to Records Management team about release of files</li> </ul>
<b>Represent Berry Street in key external forums and meetings</b>	<ul style="list-style-type: none"> <li>• Attend and actively contribute to external meetings</li> <li>• Seek and collate information and perspectives from Berry Street Services &amp; Practice Directors and regional HBC teams on state-wide HBC issues</li> <li>• Provide feedback to internal stakeholders on discussions and decisions made at state-wide forums.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain and nurture organisational relationships with key organisations such as the Foster Care Association of Victoria and the Centre for Excellence (Fostering Connections)</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Collect, evaluate and analyse data from training.</li> <li>• Maintain clear records of training development, delivery and evaluation.</li> <li>• Actively participate in supervision with the Director, BSCI.</li> <li>• Provide a Monthly Report to the Director BSCI.</li> <li>• Attend and actively contribute to BSCI team meetings.</li> <li>• Identify and report on any Occupational Health and Safety concerns.</li> </ul>

## CONDITIONS OF EMPLOYMENT

1. This position is full time, with 76 hours worked 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. You will be based at our Central office however you will frequently be required to travel to other sites, both metro and rural, in order to deliver training, consult stakeholders and attend meetings and other project work.
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 up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is SCHCADS 8.1 \$96,160.46 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. This position includes an all-inclusive annual motor vehicle allowance of \$10,500 (pro rata) and no other claims for motor vehicle costs can be made to Berry Street. It is expected that the employee's personal vehicle fulfils all work related purposes and, as a result, no work related travel costs or access to pool cars will be provided. Please refer to the Motor Vehicle Policy for further information.
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-employment health 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. 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
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations. Primarily in Richmond, but at times will need to travel throughout the state, which may involve staying overnight at times.	Every week, occasionally state wide
	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.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
<b>Manual Handling</b>	Undertake manual handling (e.g: lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment, which could be of varying weight and size.	Occasional
<b>People Contact</b>	Liaise with government, non-government and community organisations.	Regular
	Undertake training and professional development activities.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Rarely
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, developing project plans, writing reports and submissions, participating in meetings, concentrating for long periods of time, managing resources and budgets and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles and skype, 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.	Regular