

## POSITION DESCRIPTION

<b>Position</b>	Senior Project Officer – Child Protection Reform Implementation Project	<b>Position Number</b>	New
<b>Reports to</b>	Senior Manager	<b>Direct Reports</b>	Nil
<b>Status</b>	Fixed term 12 months	<b>Time Fraction</b>	Full Time / Part Time
<b>Award</b>	SCHADS Level 5-6	<b>Location</b>	Preston

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The Senior Project Officer role is part of the Child Protection Reform Implementation Project Team, that is supporting the implementation of innovative projects and programs that aim to reduce the over-representation of Aboriginal children in the child protection system. VACCA is advocating for a child and family services system that is built on self-determination, embeds Aboriginal best practice, and is focused on building culturally strong, safe and thriving Aboriginal families.

The Senior Project Officer role will be responsible for the project management of critical aspects of the child protection and child and family service reform with the support and direction of the Senior Manager, CP Reform Implementation. The role will project manage the implementation of various programs and service reform projects across the VACCA regions.

## KEY RELATIONSHIPS

*Internal:* VACCA staff and Community including client services staff and regional managers.

*External:* Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, peak bodies.

## KEY SELECTION CRITERIA

### ESSENTIAL

To be considered for this role you will be able to demonstrate:

- Commitment and understanding for the values that underpin VACCA's vision and purpose.
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Well-developed project management and/or program implementation skills and experience, including the ability to plan for the long term while maintaining attention to detail.
- Strong problem-solving abilities, initiative and a capacity to work autonomously.
- Effective and culturally appropriate interpersonal and communication skills, including the ability to engage with internal and external stakeholders.
- Excellent organisational and time management skills, with the ability to determine and meet project deadlines efficiently.
- Proficiency in written communication, with the ability to produce materials for various audiences.
- Aptitude for teamwork and collaboration, working effectively with people from diverse backgrounds.
- Experience in the child and family services and/or ACCO sector, and knowledge of the Child Protection system in Victoria (desirable).

### DESIRABLE

- A tertiary qualification in a related discipline

### REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment Working with Children Check Card as well as clear police check

## POSITION ACCOUNTABILITIES

### KEY RESPONSIBILITIES

- Project manage the implementation of programs and service reform projects
- Develop and maintain comprehensive project management plans, budgets, templates, tools, and procedures.

- Implementation of projects and programs including expansion of the Nugel Program, early help and divisionary programs and reforms
- Develop high-quality written materials, including reports, staff resources, and presentations.
- Build effective relationships with both internal and external stakeholders, including senior staff responsible for client services in different regions, government entities, and other ACCOs.
- Monitor and generate written progress reports on program and service reform implementations for relevant governing or working groups
- Provide secretariat support for these groups.
- Represent VACCA at high-level meetings and forums.
- Participate in relevant meetings, training sessions, and other forums as necessary.

## HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

## QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

## OTHER

- Participate proactively in team project initiatives.
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events.
- Undertake other duties as directed

## ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to



undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 3 & 4) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.