

# Position Description



<b>Title:</b>	Principal Strategic Advisor
<b>Business unit:</b>	Southern Melbourne
<b>Location:</b>	Dandenong, and other locations as required
<b>Employment type:</b>	Full time   Maximum term until 30 June 2021
<b>Reports to:</b>	Senior Manager, Child and Family Services

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

### Position Context:

Family Violence Principal Strategic Advisors (previously called Regional Integration Coordinators) have been a feature of the integrated family violence system in Victoria since 2006, when the Regional Family Violence Governance Model was introduced by the Victorian Government. They provide a key strategic leadership role within the family violence system. PSAs work with the Integrated Family Violence Partnership (IFVP) and other key stakeholders to promote, develop, enhance and implement integrated responses to family violence at a local level.

In 2016 the Royal Commission into Family Violence (the Royal Commission) made 227 recommendations to transform the way authorities, systems and services prevent and respond to family violence.

It was found that mental health and alcohol and other drug services must play a more direct role in identifying and responding to family violence, noting the need for health services to build capacity in these areas, and develop closer relationships with specialist family violence services. In August 2018 the Family Violence, AOD, Mental Health Area Implementation Committee formed to support the service strengthening and capacity building across the AOD and Mental Health sectors.

The Royal Commission acknowledged the inherent value of regional governance integration, which highlighted the need to improve the way health and human services work together to ensure victim survivors and perpetrators are consistently supported, regardless of where they enter the service system.

To enhance this cross-sector, integrated approach, in June 2020, the Southern Melbourne FV/AOD/MH Area Implementation Committee merged with the Southern Melbourne Area Family Violence Partnership. The merged partnership has also established a formal link with the Southern Melbourne Individual Child and Family Support (ICFS) Alliance.

To support the newly integrated nature of the Partnership, a Resource Group has been established to provide backbone support for an initial six month period, to then be reviewed. The Resource Group comprises those agencies with departmental funded area-based positions to drive optimal strategic outcomes for clients engaging with the family violence, AOD, Mental

Approved by: Group Manager	Page 1 of 5	Division: South & East Victoria
Date Approved: October 2020	Printed copies of this document are not controlled.	Next Review Date: Annual PDP

# Position Description

## Principal Strategic Advisor



Health and Child Wellbeing sectors, to remove silos and to promote agency level collaboration and system reform across the area. These agencies are Uniting (as the auspice of the PSA Role), EACH (As the auspice of FV Stage 2 advisor - AoD), Monash Health (as the auspice of the FV Stage 2 advisor – Mental Health) , and DHHS as the funding provider for each of these positions.

### Leadership:

The role of the Principal Strategic Advisor (PSA) is one of strategic leadership in steering integration initiatives and activities that support the achievement of the Partnership’s objectives and priorities.

The PSA facilitates the development of relationships that support key agreements and protocols between regional family violence services (women, children and men’s services) and other key sectors and services, such as Child FIRST/Family Services, child protection, mental health, drug and alcohol services, homelessness services, housing services, courts, police and the Indigenous Family Violence Regional Action Group.

The overall objective is to move cross-system coordination beyond that of representation on sector groups and networking, taking collaboration to the next level to drive operational and practice coordination.

The position aims to enhance partnerships across the Southern Melbourne family violence, child and family, health, criminal justice and legal system to support the development of an integrated family violence system and provide strategic advice on actions to enhance service outcomes for victims and perpetrators of family violence.

The position works closely with the DHHS funded Mental Health and AOD Stage 2 Advisor capacity building roles, and the ICFS Alliance Coordinator.

Additionally, the position works closely with the PSA in Bayside Peninsula, also auspiced by Uniting, to ensure consistency and a collaborative approach on initiatives to prevent and respond to family violence.

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## Scope

**Budget:** 30k (approximate brokerage)

**People:** nil

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## Relationships

- Internal:**
- Senior Manager, Child and Family Services (Chair FV Partnership)
  - Bayside Peninsula PSA
  - ICFS Alliance Coordinator
  - Southern Melbourne Program Managers, Team Leaders and staff

- External:**
- Southern Melbourne Integrated Family Violence Partnership and the associated Resource Group, Working Groups and Communities of Practice
  - Southern Melbourne AOD and Mental Health Stage 2 Advisors
  - The Department of Health and Human Services
  - Family Safety Victoria
  - Statewide PSA Network
  - Relevant CSO and government networks

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## Key responsibility areas

### Strategic leadership

- Ensuring the role is congruent with the Vision and Mission of the agency; and is delivered within the policy framework determined by the funding body.

In conjunction with the Resource Group and Stage 2 Advisors:

- Provide leadership and oversight, of the IFV Partnership strategic planning process. Facilitate the development of the IFV Partnership strategic plan in consultation with

Approved by: Group Manager	Page 2 of 5	Division: South & East Victoria
Date Approved: October 2020	Printed copies of this document are not controlled.	Next Review Date: Annual PDP

# Position Description

## Principal Strategic Advisor



IFVP members and key stakeholders, including reviewing current regional service responses, identifying risks and opportunities to inform strategic directions and ensuring the strategic plan is consistent with government policy frameworks and priorities

- Provide strategic advice to the IFV Partnership, government and other stakeholders on service integration and family violence reforms and their potential impact on the local service system.
- Ensuring the role is delivered in response to identified stakeholder community need in accordance with the PSA work plan.
- Identifying opportunities for growth including the identification and application for funding opportunities.
- Developing and implementing programmatic and policy directives in line with the program objectives.
- Actively contributing as a member of the Uniting Southern Division Leadership Team.
- Managing key stakeholder relationships with partners.

### Service integration

In conjunction with the Resource Group and Stage 2 Advisors:

- Perform a lead role in facilitating the development of partnerships and fostering collaboration between services to deliver an integrated service response to family violence at the local level
- Support and promote capacity building initiatives that seek to improve the service system's ability to ensure the safety of women and children experiencing family violence and provide greater accountability for the perpetrator. These initiatives may include workforce development and development of cross-sector linkages.
- Ensure regional involvement in the family violence reforms by promoting and facilitating the participation of local service providers in co-design and consultation opportunities.
- Supporting the implementation of the MARAM framework, including the coordination of the delivery of MARAM Collaborative Practice Training to Southern Melbourne in accordance with budget and targets

### Communication & representation

In conjunction with the Resource Group and Stage 2 Advisors:

- Communicate and drive the development and maintenance of the structures, processes and relationships that promote the achievement of regional strategic priorities
- Support the governance and operation of the Partnership, Management Committee, Working Groups and Communities of Practice. This may involve assisting the Chairs to convene meetings, collecting and analyzing data and preparing reports.
- Organising joint activities and training as required.
- Informing the Partnership of statewide policy and principles, so that regional strategic outcomes are consistent with statewide priorities.
- Working collaboratively and in association with other key sectors to create shared ownership of joint initiatives around Strategic Plan priorities.
- Coordinating and maintaining partnership agreements.
- Documenting key arrangements on behalf of the Partnership.
- Acting as a delegate for the Chair or committee, when required by the Partnership.
- Development of a work plan that identifies and details the priority issues to be addressed, strategies to address those issues, and anticipated outcomes of those strategies.
- Development of strategies to ensure regional integration of IFV project activities and outcomes with other projects being implemented in the region.
- Development of an on-going communication strategy to improve co-ordination and linkages between agencies and service systems.
- Coordination and oversight of an information repository on behalf of the partnership.
- Participate in the development of quality procedures and contribute to internal and external program review as required.

# Position Description

## Principal Strategic Advisor



- Acting as a conduit for communication and information flow within the regional partnerships, as well as with other key service sectors.
- Representing the Partnership at forums and with other key sectors as nominated by the Partnership.

### Program administration

In conjunction with the Resource Group and Stage 2 Advisors:

- Ensure effective systems, processes and procedures are implemented and monitored to enable and drive positive program outcomes
- Coordinate DHHS/FSV reporting requirements on behalf of the Partnership
- Manage task allocation according to strategic and operational priorities and individual workload
- To attend and actively participate in meetings as required
- Other duties as required

### Personal accountability

In conjunction with the Resource Group and Stage 2 Advisors:

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## Person specification

### Qualifications

- A degree in Social Work, Psychology or a related tertiary qualification relevant to the role
- A current Victorian Driver's Licence

### Experience and skills

- Demonstrated ability, and at least five years' relevant experience in the health and community services sector.
- A sound understanding of family violence within a gendered framework, in the context of protective concerns
- Commitment to, and understanding of working with marginalised groups including Indigenous and CALD clients
- Sound understanding of the recommendations from the Royal Commission into Family Violence and Family Violence Reforms
- Experience in a senior role
- High level computer skills
- Strong organisation and project management skills

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values

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Approved by: Group Manager	Page 4 of 5	Division: South & East Victoria
Date Approved: October 2020	Printed copies of this document are not controlled.	Next Review Date: Annual PDP

## Position Description

### Principal Strategic Advisor



- Demonstrated knowledge of practices to engage and assure the cultural safety of clients from a diverse range of backgrounds, including those from an Aboriginal, Torres Strait Islander or CALD background, or the LGBTI community.
- Personal Attributes:
  - Verbal ability: Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
  - Interpersonal focus: Strong interest in people and respect for others. The ability to suspend judgement.
  - Cooperative: Demonstrates team behaviours striving for co-operative and professional relationships.
  - Conscientious: Responsible, dependable, organised and persistent.
  - Open to experience: High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
  - Professionalism: Professional, confident, focused and clear about purpose and able to set appropriate personal boundaries.

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### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

Approved by: Group Manager	Page 5 of 5	Division: South & East Victoria
Date Approved: October 2020	Printed copies of this document are not controlled.	Next Review Date: Annual PDP