

# Position Description

<b>Title</b>	Project Manager – Homes 4 Families
<b>Business unit</b>	Child, Youth and Family Services, Eastern Melbourne
<b>Location</b>	Mount Waverley or Croydon
<b>Employment type</b>	Full time   Maximum term until 29 February 2024
<b>Reports to</b>	Senior Manager – Children Youth and Families

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work 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.

We empower children, young people and families to learn and thrive. We are 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 are 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (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

## 1. Position purpose

As part of the Homes for Families Project (H4F) Homes Victoria and Department of Families, Fairness & Housing (DFFH) have funded Uniting to provide housing and family services support to support families currently residing in hotels into longer term accommodation. Eligible children and their families who have experienced homelessness during the COVID19 global pandemic were placed in emergency hotel accommodation. The Victorian Government and Uniting are now committed to working in partnership to support these families to move into stable, safe medium to longer term housing, with specialist in home and intensive, flexible family services support for 2 years.

The Project Manager will be required to develop and oversee Uniting’s response to this housing, homelessness and family services initiative. The role will bring together key areas across Uniting to develop and implement processes and ways of working that ensure the organisation is able to deliver this program efficiently and effectively. The role will also work closely and collaborate with all internal and external stakeholders to support the delivery of H4F key objectives.

The Project Manager will provide support to establish H4F project initiatives across the East, Gippsland and Northern regions to:

- Connect internal and external stakeholders to deliver high quality, effective and efficient services
- Collaborate with all key stakeholders and create opportunities for these stakeholders to work effectively together

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- Plan, design and implement systems, processes, and procedures to ensure the successful deliver of the H4F program outcomes and objectives
  - Oversee pathways for the consumer to access H4F and receive the necessary housing and support
  - Develop high quality models of practice
  - Maintain a high level of monitoring, reporting and accountability for all outcomes and deliverables
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## 2. Scope

**Budget:** nil

**People:** nil

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## 3. Relationships

### Internal

- Other H4F Teams
- Relevant Uniting Leadership Teams
- Tenancy Management Team
- Uniting employees

### External

- Department of Families, Fairness and Housing
  - Homes Victoria
  - Child Protection
  - Local Community Services delivering programs suitable for consumer referral and support
  - Multiple Relevant community stakeholders
  - Aboriginal Controlled Community Organisations
  - AOD, Clinical Services, Mental Health, Family Violence Services etc.
  - Other government departments as relevant
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## 4. Key responsibility areas

### Project management

- Plan, design and deliver the H4F project initiatives that meet objectives and outcome indicators within resourcing, budget and agreed timelines
- Develop a project plan in conjunction with key stakeholders
- Provide project support as assigned, including planning, documentation development, information management, financial and governance support
- Establish systems, processes, procedures and communication protocols to implement H4F model in practice
- Manage and monitor the project plan, alerting key organisational representatives regarding the progress of the plan
- Provide timely reports, relevant advice and information as directed and required
- Monitor and evaluate project objectives to ensure the objectives and deliverables are met
- Conduct research that guides and supports the focus area of the project
- Prepare and distribute project meeting agendas and materials, attend meetings as required and attend to meeting outcomes including taking, preparation and distribution of minutes, action items and follow-up

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- Ensure the project(s) are supported by evidence and outcomes and impacts are comprehensively evaluated
- Assist in the management of project life cycle from idea to close out and post implementation evaluation
- Develop and maintain positive and effective stakeholder relationships fostering a collaborative approach to decision making
- Support the promotion of the H4F initiative within the community and key stakeholders
- Work closely with the funding bodies to understand the requirements of the project and ensure key objectives are met
- Undertake other projects and activities as required
- Provide relevant data and reporting data to internal and external stakeholders as required
- Be able to travel to meet with key stakeholders across Uniting's Eastern, Northern and Gippsland offices
- Attend internal and external meetings as required
- Represent Uniting and the program at internal and external forums and meetings
- Utilise a working knowledge of the Homelessness and Children Youth and Families service system
- Other duties as required

#### Finance, quality and risk

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks
- Participate in the monitoring of program budget and the allocation of resources
- Regularly review the H4F service, responding to consumer feedback and the needs of consumers
- Raise any risk related issues
- Contribute to program objectives and develop quality improvement actions and plans
- Support the wider leadership team to implement systems, address adverse events and problems and assist teams in taking a proactive approach to problem solving
- Support and participate in the Agency's continuous quality improvement process
- Ensure the highest quality of service provision through a commitment to organisational values, policy and procedure adherence, and maintenance of positive relationships with key stakeholders
- Undertake regular supervision and performance review with the line manager

#### Personal accountability

- 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

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- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to the position
  - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
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## 5. Person specification

### Qualifications

- Appropriate tertiary (bachelor's degree) qualifications in project management, human/community services and/or public administration

### Experience

- Proven experience in a similar Project Lead position
- Experience with and understanding of project management lifecycle, methodologies, tools and technology
- Experience with and/or understanding of MS project or Smart sheet and MS Office tools
- Experience in liaising with senior stakeholders
- Experience in a delivering a key project that unites several areas across a large organisation
- Experience within the homelessness, family violence and child and family welfare sector
- An understanding of the impact of homelessness and a capacity to develop an understanding of the housing sector with reference to the Housing First model is preferred

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Stakeholder relationships:** ability to partner with a broad range of stakeholders
- **Communication:** excellent interpersonal skills as well as exceptional written and verbal communication skills
- **Initiative and problem-solving ability:** able to proactively identify improvement opportunities and/or solutions to operational issues
- **Attention to detail:** proven ability and experience working with detailed reports that require high attention to detail
- **Time management and organisation:** proven ability to meet deadlines and excellent organisational skills

### Other requirements

- Legal eligibility to work in Australia
  - Current Victorian Driver's Licence
  - A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
  - Current working with Children Check (Victoria)
  - Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)
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## 6. 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 relevant Working with Children Check to your State 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.**

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