

Position Description

Title	Senior Project Lead – Projects and Growth
Business unit	AOD, Mental Health and Carer Services Division
Location	26 Jessie Street, Coburg VIC 3058
Employment type	Full time ongoing
Reports to	Senior Manager – Collaborative Services Development

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve 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’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 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

This is a senior, specialist position designed to enhance service innovation and expansion, the incorporation and evidence-based practice and provide the basis for high quality consumer-informed service provision. In this role you will contribute to the strengthening of an evidence-based culture across the division and the growth of evidence-based programs.

2. Scope

Budget: nil

People:

- Project Officer – Projects and Growth

3. Relationships

Internal

- Senior Manager – Collaborative Services Development
- AOD, Mental Health and Carer Services Divisional Leadership Team (DLT)

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- Uniting Community and External Relations (including Philanthropic Trusts Lead)
- Uniting consumer partners
- Uniting Advocacy and Public Policy Team
- Members of the Community of Practice – Monitoring and Evaluation

External

- Department of Health, Department of Families, Fairness and Housing and other funders (including PHNs)
- VAADA and other relevant Peak Bodies
- Collaborating partners (service delivery and tender development)
- Research Bodies

4. Key responsibility areas

Program management

- Project management of a range of service development, program review, and research projects across the Division
- Provide leadership in the conceptualisation and documentation of innovative, evidence-based AOD and mental health projects (including literature reviews, translating research into practice and designing processes that are consistent with accepted quality standards)
- Engage Uniting Consumer Partners in project design and review
- Provide leadership and direction to steering and reference groups, working parties and internal and external collaborators
- Work collaboratively in designing and developing programs and their resources
- Work collaboratively with Divisional Leadership Team, researchers, external evaluation consultants and consumers to design, conduct, document and disseminate internal and external project evaluations
- Provide leadership, expertise and support to the implementation to processes that support the identification of program outcomes, collection of outcomes data and continuous improvement

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Project funding submission development

- Lead / coordinate / contribute to the development of documents that support programs and growth
- Coordinate / contribute to government funding submissions including literature reviews, program conceptualisation, partner liaison and all aspects of submitting high quality tender
- Coordinate and contribute to philanthropic trust applications and other grant opportunities in collaboration with key internal and external stakeholders
- Engage internal stakeholders to contribute subject matter expertise for projects and submissions

Information and resource development and coordination

- Develop systems for online resources to ensure our teams are informed on current evidence based practice and information
- Lead and contribute to the review and revision of program materials / marketing materials / other resources for both staff and consumers

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Legal requirements & risk management

- 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.

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
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to 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.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organization

5. Person specification

Qualifications

- Relevant postgraduate tertiary qualifications (for example Health Sciences, Public Health, Psychology, Social Work)

Experience

- Extensive understanding and experience working in the Alcohol and other Drug Sector, Mental Health sector, or other specialist community services areas
- Experience coordinating community services projects, including research, evaluation and service development programs
- Demonstrated people leadership experience
- Research literacy and ability to translate research into practice
- Experience in program evaluation in community or public health settings
- Demonstrated experience preparing written communications and presenting to diverse audiences including both internal stakeholders (staff and consumers) and external stakeholders government, academia).
- Demonstrated experience working with research institutes (e.g. partnering on research projects)
- Experience in writing proposals, tenders and strategic documents to support business development and growth
- Strong time management skills to manage priorities and meet deadlines

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Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Undertake a variety of written tasks and apply good judgement on prioritising
- Prepare a range of documents to a high standard
- Work productively and collaboratively with others

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 (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: