

# Position Description

<b>Title</b>	H2H Project Officer
<b>Business Unit</b>	Housing & Homelessness
<b>Location</b>	Central Highlands & Western District location
<b>Employment type</b>	Full-time   Maximum Term until June 2021
<b>Reports to</b>	H2H Team Leader

## 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 Uniting - CatholicCare, 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

The H2H team, led by the Team Leader, is responsible for responding to the needs of community members experiencing homelessness, by providing property services and wrap around supports to consumers accommodated in motels through Covid-19 global pandemic.

The H2H Project Officer works closely and collaboratively with all internal and external stakeholders to support the delivery of key H2H projects.

The Project Officer will provide support to establish H2H project initiatives across the Central Highlands & Western District region to support the Uniting-CatholicCare consortium to:

- Implement systems, processes, and procedures to successfully implement H2H
- Connect internal and external stakeholders to deliver high quality, effective and efficient services;
- Create pathways for the consumer to access H2H and receive the necessary housing and support
- Develop high quality models of practice; and
- 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**

- H2H Team
- H2H Team Leader and Senior Manager Housing and Homelessness
- Uniting H2H Consortium
- Uniting employees

**External**

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

**Project Management**

- Plan and deliver H2H project initiatives that meet objectives and outcome indicators within resourcing, budget and agreed timelines
- Provide project support as assigned, including planning, documentation development, information management, financial and governance support
- Establish systems, processes, procedures and communication protocols to implement H2H model in practice
- Provide timely reports, relevant advice and information to the Senior Manager Housing and Homelessness, H2H Governance Committee and H2H Leadership Team
- Monitor and evaluate projects to ensure 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 the taking, preparation and distribution of minutes, action items and follow-up
- Ensure the project(s) are supported by evidence and outcomes and impacts are comprehensively evaluated
- Communicate with Real Estate Agents, private landlords and Uniting Asset Management to establish Head Leasing

## Position Description

### H2H Project Officer

arrangements for access to private rental properties for use by H2H tenants

- Ensure Head Leasing documentation is executed in line with all Uniting Housing and H2H policy guidelines and procedural expectations
- Assist in the management of project life cycle from idea to close out and post implementation
- Develop and maintain positive and effective stakeholder relationships utilising a strong collaborative approach to decision making
- Support the promotion of the H2H initiative within the community and key stakeholders
- Undertake other projects and activities at the discretion of the H2H Governance Committee

#### 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.

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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

- Experience with and understanding of project management lifecycle, methodologies, tools and technology
- Experience with and/or understanding of MS project or Smartsheet and MS Office tools
- Experience in liaising with senior stakeholders
- Experience in a project and/or transformation environment

## Position Description

### H2H Project Officer

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Project Support:** Proven experience in a similar position
- **Stakeholder Relationships:** ability to partner with a broad range of demanding stakeholders
- **Communication:** Well developed interpersonal, written and verbal communication skills
- **Initiative and problem-solving ability:** proactively identify improvement opportunities and/or solutions to operational issues.
- **Attention to detail:** Proven experience working with detailed reports that require high attention to detail.
- **Time management and organisation:** Proven ability to meet deadlines and excellent organisation skills

#### Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- 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.

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

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#### 7. Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		