

# Position Description

<b>Title</b>	Strategy Lead
<b>Business Unit</b>	Projects & Integration
<b>Location</b>	Level 4, 130 Lonsdale Street, Melbourne
<b>Employment type</b>	Full time   Ongoing
<b>Reports to</b>	Head of Projects & Integration

## 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 position is responsible for assisting the Head of Projects & Integration to facilitate the implementation of Uniting's Strategy Plan 2022-25 including 3-year plan development outlining major organisational strategy projects & initiatives. The role will work closely with all divisional leads to ensure coherent and aligned strategy implementation, applying agile approaches to align to FY23 budget and organisational planning schedules. This role will provide strategy workshop facilitation, leadership support and advice for all levels of the organisation and perform insightful and accurate analytics, financial and data modelling, assumption testing and risk identification and mitigation advice.

The role communicates closely with stakeholders both within and external (including Uniting consumers) to the organisation assisting with the assessment, review and advice required to make informed, value-enhancing decisions, and developing efficient solutions.

As a strategy lead, this role manages the communications and monitoring of the organisational strategic and implementation plan aligned to the annual operational and budget plan.

## Position Description

### Strategy Lead

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## 2. Scope

**Budget:** nil

**People:** nil

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## 3. Relationships

### Internal

- Senior Leadership group / ELT
- Peers in Projects & Integration team
- Operations GMs and Senior leaders

### External

- Peak Bodies
  - Uniting NSW.ACT
  - UnitingCare Australia
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## 4. Key responsibility areas

### Strategic Planning

- Facilitate the development of enterprise level strategies aligned to the new Strategy Plan 2022-25 including scoping of major strategic projects across the organization and align existing approved strategies to the new Strategy Plan.
- Assist the Head of the business unit to develop and define the strategic planning framework, incorporating planning processes and timelines, planning inputs, supporting tools and success metrics
- Assist with development of consistent strategic planning frameworks, modelling tools and processes to develop robust business plans and associated cascaded performance reporting
- Support the Head of the business unit in the implementation, monitoring and reporting of the Strategic Plan outcomes and performance metrics
- Liaise with internal clients to discuss business needs and organisation improvement strategies
- Support scoping of major strategy projects & initiatives where required, including the preparation of Board papers, recommendations and coordinating provision of financial support and quality advice to the organisation
- Assist the Executive leadership team, Senior Leadership Group, Finance Business Partners, analysts and business stakeholders in aligning strategy and annual operational plan initiatives with budgeting and forecasting

### Agile / Lean Consultant

- Assist the Head of the business unit in applying agile / lean methodologies and approaches to the strategy plan 2022-25 implementation including coaching and support for enterprise-level and divisional / Business unit strategic planning
- Facilitate workshops to support strategy planning and initiative scoping relevant to new strategy implementation and develop review cycles
- Support internal working groups, co-design and co-creation approaches involving Executive leadership team, Senior Leadership Group, Business Unit leads, employees, volunteers, and consumers.

### Coaching & Capability Building

- Support coaching and capability building across Uniting Executive leadership team, Senior Leadership Group and Business Unit leads in relation to strategic planning and agile / lean approaches to strategy implementation

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- Develop frameworks, guides and toolkits to support capability building, leadership and culture uplift
- Develop efficient solutions to address business needs where required

#### 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.

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## 5. Performance indicators

- To be agreed with line manager.

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## 6. Person specification

### Qualifications

- Bachelor's degree (minimum)

### Experience

- Significant experience in strategy development and influence within the community services sector
- Demonstrated experience in working in collaboration with senior leaders
- Demonstrated experience in working on strategic projects
- Demonstrated experience in working as business consultant

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Leadership:** well developed people management skills with proven ability to develop and maintain a productive, collaborative and positive workplace environment
- **Project management:** proven ability to lead and manage projects
- **Stakeholder management:** ability to understand, relate to and manage a diverse range of stakeholder needs
- **Influence and negotiation:** Ability to give and gain cooperation at all levels

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- **Problem solving:** proven high level of analysis and complex problem solving
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Communication:** Highly developed communication skills, both written and verbal, including an ability to prepare high level reports to Executives and external parties
- **Engagement:** Demonstrated ability to engage and inspire work groups, to help form agile and high performing teams

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### 7. 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.**

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### 8. Acknowledgement

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

#### Employee

Name:

Signature:

Date: