

JOB DESCRIPTION

Position title:	Practice Specialist – Family Law
Approved by:	Chief Executive Officer
Date effective:	July 2020

PURPOSE

The purpose of this position is to ensure the provision of quality, innovative and professional Family Law services, which include Family Dispute Resolution (FDR) and Child Inclusive Practice, to promote RAV's brand and reputation for excellence in the implementation, supervision and development of such services.

This position is covered by the Relationships Australia Victoria Staff Enterprise Agreement (SEA) but otherwise would be covered by the Social, Community, Home Care and Disability Services Industry Award 2010.

OUR ORGANISATION

Relationships Australia Victoria (RAV) is a secular, community-based, not-for-profit organisation with no religious affiliations. Our vision is for positive, respectful, safe and fulfilling relationships for all Australians. Our objective is to relieve suffering, distress and helplessness and to enhance physical, social and emotional wellbeing. Our services are for all members of the community, regardless of their religion, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances. RAV provides services from 17 centres in metropolitan Melbourne and regional Victoria, and from additional outreach locations. The corporate support team is based in Camberwell.

POSITION SUMMARY

The key focus of the role is providing leadership for practice, policy and service developments for Family Law services at RAV. This will be achieved through:

- Leadership based on the incumbent's credibility and credentials as a skilled, experienced and knowledgeable Family Dispute Resolution Practitioner (FDRP).
- Assuming the role of Team Leader of the Family Dispute Resolution (FDR) Clinical Supervision Group and working as a team with the Senior Advisor, for Family Law services.
- Developing a schedule of supervision and professional development for senior FDRPs in conjunction with the Senior Advisor Family Law.
- Leading and undertaking initiatives that are aligned to RAV's strategic priorities, and enhancing the practice, program and service developments of Family Law services at RAV.
- Drawing on experience and clinical expertise in the area of FDR, and other forms of alternative dispute resolution such as mediation and conciliation, the role will provide advice and support to the Practice, Quality and Evaluation (PQE) team, and the RAV training unit regarding professional development for practitioners.
- Contribute to the strategic direction and planning for family dispute resolution services, to ensure long term organisational success, and quality outcomes for clients.

KEY RESULT AREAS

Area	Tasks
Practice Leadership	<ul style="list-style-type: none"> • Provide high level advice regarding practice and service developments for Family Law services. • Lead and conduct team meetings for Senior FDRPs. • Coordinate and provide, in conjunction with the Senior Advisor Family Law, supervision of Senior FDRPs and group FDRP supervision as required. • Ensure that the Senior FDRPs support, monitor and audit the development of FDR practice at RAV. • Support the Senior Advisor in Family Law in providing secondary consultations.
Service Development	<ul style="list-style-type: none"> • In conjunction with the General Manager Clinical Services, collaborate with RAV operations to review, enhance, document and implement service delivery models in FDR which ensure high quality, effective and equitable services. • Ensure FDR service models are developed in line with client feedback and research, sector and organisational progressions. • Work with the PQE Evaluation Specialist to ensure that regular evaluations are occurring in FDR.
Program and Content Development	<ul style="list-style-type: none"> • In line with RAV's strategic plan implement and/or develop new programs, including programs for children that meet the needs of our community, and thereby make a case for future funding priorities. • Write reports about our family law services, and content for families affected by family law adjustments and/or difficulties. • Contribute to content for submissions, tenders and other internal and external pieces relating to FDR practice and Family Law.
Training and Professional Development	<ul style="list-style-type: none"> • In conjunction with the General Manager Clinical Services advise and support the Senior Manager of RAV Training in the planning and provision of training and professional development in FDR. • By conducting ongoing audit of areas for staff development, organise and on occasion, deliver professional development for RAV FDRPs.
Policies, procedures and systems	<ul style="list-style-type: none"> • Adhere to, and comply with RAV organisational policies, processes and procedures, using appropriate systems where required. • Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation including a positive contribution to workplace harmony and displaying cooperative team behaviour. • Proactively communicate, identify, report, assess OHS related risks and hazards within the centre(s).
Continuous improvement	<ul style="list-style-type: none"> • Demonstrate commitment to the objectives of the team, centre and organisation and show considerable drive and effort in achieving work and organisational goals. • Identify, develop and support and/or implement new initiatives, quality and continuous improvement activities as part of a continuous improvement process in own work, team, centre and organisational goals.
Other	<ul style="list-style-type: none"> • This position description is not an exhaustive list of responsibilities and you will be expected to perform different tasks which fit with your skills, abilities and knowledge as may be necessary according to the changing business environment, services and the overall objectives of RAV.

REPORTING

Line manager:	General Manager Clinical Services
Manages:	Nil
Key internal liaison:	Senior Advisor Family Law, Members of the PQE Team, Risk and Compliance Unit, General Manager Operations, Senior Manager Training and Development, Centre Managers, Senior FDRPs, Senior Clinicians, program coordinators.
External liaison:	RAVs peers and existing and potential new strategic partners.
Note:	Reporting arrangements may change from time to time depending on business requirements.

OUR VALUES

INCLUSIVITY	Treating all people equally.
RESPECT	Treating everyone with respect.
INTEGRITY	Behaving with integrity in all our dealings.
TRANSPARENCY	Being open and honest in our communications.
ACCOUNTABILITY	Using our resources responsibly.
EFFECTIVENESS	Providing high quality, effective services and maintaining the highest professional standards.

KEY PERFORMANCE INDICATORS (KPI'S)

- The delivery of high-level advice to senior RAV staff regarding the development of FDR practice.
- The identification, development, and implementation of initiatives, defined in conjunction with General Manager Clinical Services, which enhance FDR practice and service delivery.
- Assist Risk and Compliance unit in the development of policies and procedures that support progressive best practice in FDR.
- Assist Risk and Compliance unit in the identification of relevant areas for review and assist in the development of audit compliance systems for FDR.
- In conjunction with Training and Professional Development, implement a professional development framework for FDRPs which builds expertise in FDR.
- Timely and accurate reports to GM Clinical Services, GMO, Senior Manager Centres, Risk and Compliance Unit and as otherwise requested.
- Publishing, contributing to reports and submissions, presentation to Conferences on matters related, but not limited, to RAV's FDR work.

KEY SELECTION CRITERIA (KSC)

Mandatory KSC:

- Degree in Psychology, Social Work, Law, Graduate Diploma of Family Dispute Resolution or other qualifications which meets accreditation as a FDRP under Regulations 5 and 6 of the Family Law (Family Dispute Resolution Practitioners) Regulations 2008.
- Registration as an FDRP by the Attorney-General's Department
- Eligibility for membership of relevant professional association.
- Demonstrated experience in the clinical supervision of FDR Practitioners
- Candidates with demonstrable skills, from previous experience with organisations and or culturally diverse client groups, staff and workforces or stakeholders are highly valued at RAV.
- Satisfactory National Police Check, Working with Children check and International Police Check (if applicable)

Highly Desirable KSC:

- Minimum of four years FDR, family law mediation and/or conflict resolution experience.
- Demonstrated experience in the clinical supervision of FDR practitioners.
- Child Inclusive practice experience.
- Experience in the delivery of professional development and/or training.

- High level of IT competency.
- Excellent communication and interpersonal skills.
- Good all-round computer skills and literacy, having used the Microsoft Office suite including Outlook, Word etc.
- Good problem solving and decision-making skills.
- Previous experience working in a culturally diverse business environment, demonstrating empathy with the delivery of services.
- Ability to work independently, within a team environment.