

POSITION DESCRIPTION



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General Information	
Position Title:	On PAR Practice Lead
Incumbent:	Leah Rauch (parental leave replacement)
Function & Team/Program:	Strategic Initiatives – Policy and Programs
Location(s):	flexible
Manager's Position Title:	National Manager
Manager's Name:	Sulabha Pawar
Date Prepared:	1 June 2020
Prepared By:	Sulabha Pawar
Approved By:	Wendy Field

Primary Purpose of this Position (<i>In one sentence - why does the role exist?</i>)
To inform, monitor and coordinate the practice of On PAR pilot nationally and contribute to program policy and evolving design.

Scope	
Direct Reports to this Position By Position Title	Indirect Reports Total Number
1. none	none
Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income & expense budget, etc</i>)	
Direct control	Indirect control
e.g. Revenue, Operating expenditure, Capital expenditure, etc • none	• Use of resources as per agreed budget including travel.
Other Dimensions of this Position	
<ul style="list-style-type: none"> - Conduit between policy, program design and implementation teams - Facilitator of shared learning across multiple sites - Influencing practice culture and approach for On PAR through participatory Action Learning Framework 	

Setting Priorities (<i>how is work prioritised</i>)	
How often does employee prioritise their own work?	Daily
How often does employee determine the priorities of others?	n/a

Key Relationships (Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)	
Internal	<ul style="list-style-type: none"> - On PAR national project team: P&P and R&A team members - On PAR pilot site implementation team: Program Managers, Case Workers - Project Sponsors: Execs- P&P and R&A - LfL Practice team (P&P) - BIS- CRM development team - P&P Data and Analytics team
External	<ul style="list-style-type: none"> - Parenting Research Centre project team - Pilot Evaluator- Australian National University - On PAR Pilot Advisory Group members

Key Decision Making in this Role (What are the key decisions and recommendations made in this role?)
<ul style="list-style-type: none"> - Ongoing review and update evolving project priorities. Policy, practice and data issues that need consideration by the broader project team.
<p>Recommendations Expected</p> <ul style="list-style-type: none"> - Modification to program logic and policy guidelines based on practice knowledge and evidence (data) - Progress of PRC practice framework. - Design and content of program and practice tools - Appropriateness of practice sharing tools and resources - Professional development for implementation team.

Key Responsibilities / Accountabilities (List the major areas from largest % of job to smallest)	
Major Area: Practice leadership	% of Job: 50%
Lead pilot site teams to ensure a consistent, coherent and evidence based practice approach for On PAR pilot.	
Develop appropriate practice tools and resources for testing, monitor use of tools and make changes as per practice evidence and action learning framework	
Be the conduit with Parenting Research Centre and pilot sites. Facilitate expectation setting and TSF informed practice design (exploration and design phase).	
Coordinate with Parenting Research Centre for the implementation of the Practice Framework in pilot sites.	
Monitor data in CRM and practice feedback to identify potential practice variables and take a strengths-based approach to address these variables.	
Liaise with on PAR Program Manager/s to identify professional development areas for caseworkers.	

Major Area: Program design and project reporting	% of Job: 25%
Document and ensure practice wisdom is reflected in program policy and design.	
Contribute to on-going pilot program design iteration taking a ‘try, test, learn’ approach	
Facilitate and support Policy and Practice workshops.	
Ensure that Child Safe Principles and inclusive practice are embedded in our ways of working.	
Support National Manager in On PAR governance (data, reporting) including Advisory Group/s.	
Major Area: Knowledge synthesising	% of Job: 25%
Support site teams in having the ‘voice of the customer’ shape practice.	
Identify, document and develop effective communication strategies to share best practice approaches	
Facilitate the delivery of capacity development opportunities such as ‘learning circle’ and Yammer forums	
Proactively engage with evaluation team to ensure effective qualitative practice data sharing and understanding of lead indicators to shape practice.	

Key Challenges in Achieving Goal(s): (What are the key challenges faced by this role in meeting goals/objectives)
<ul style="list-style-type: none"> - Supporting practice development for a pilot where program design (core elements) is also tested. - Managing competing national and site-specific expectations and priorities. - Influencing change across teams and diverse communities in a fluid, sometime ambiguous internal environment. - Being place responsive and customer centric while ensuring adherence to evidence and program structure.

Qualifications, Experience and Competencies:		
	Essential	Desirable
Education / Qualifications:	<ul style="list-style-type: none"> • Tertiary qualification in a Social Service/Community Development related discipline and at least five years’ experience in a relevant role 	
Experience:	<ul style="list-style-type: none"> • Demonstrated experience of leading implementation of evidence-based policy and program design • Demonstrated experience in translating policy guidelines into practice resources. • High level experience in developing and leading reflective practice approach to direct service delivery. 	<ul style="list-style-type: none"> • Facilitation and/or training delivery (face to face or remotely via e-learning/teleconference or webinars) • Experience in creating shared agenda and influencing change.

	<ul style="list-style-type: none"> • Knowledge and understanding of 'systems change' and community development. • Demonstrated project management experience. 	
Competencies:	Essential	Desirable
	<ul style="list-style-type: none"> • Excellent verbal and written communication skills tailored for different audiences. • High level of data literacy. • Problem solving and analytical capability • Capacity to manage multiple components of complex projects and work in a flexible way. 	<ul style="list-style-type: none"> • Ability to navigate technological platforms such as Microsoft Dynamics 365, Teams.