

Position Description – Sector Development Lead

Position Details

Position Title:	Sector Development Lead
Portfolio:	Learning and Business Development
Location:	Melbourne
Employment:	12-month contract (extension pending funding)
Time Fraction:	1.0 EFT

Centre for Excellence in Child and Family Welfare Inc.

The Centre for Excellence in Child and Family Welfare (the Centre) is the peak body for child and family services in Victoria. For over 100 years we have advocated for the rights of children and young people to be heard, to be safe, to access education and to remain connected to family, community and culture. We represent over 150 community service organisations (CSOs), students and individuals throughout Victoria working across the continuum of child and family services, from prevention and early intervention to the provision of out-of-home care.

The Centre is a Registered Training Organisation providing accredited and non-accredited training. The Centre is in the process of building up the learning and development opportunities to meet child and family services sector needs in a changing policy and legislative environment and in response to the far-reaching impacts and opportunities associated with COVID-19.

The Centre is a diverse and inclusive workplace, committed to the health, wellbeing and cultural safety of our staff. We encourage applicants of any background, culture, gender, and experience to apply for roles as they become vacant.

Learning and Business Development Unit Summary

The Learning and Business Development (LBD) Unit is responsible for the development and delivery of accredited and non-accredited training to members and non-members, including online and remote learning. The team works closely with the community services sector to identify and develop training to meet industry needs. This team supports the Centre in its business development by managing a number of projects and submitting funding and strategic submissions to stakeholders and funding providers.

A key responsibility of the team is the *Residential Care Learning and Development Strategy (RCLDS)*. The RCLDS work involves training, resources and other support mechanisms to assist in the development of the residential care workforce including forums, conferences, seminars and scholarships. The RCLDS Strategic Framework 2021-23 outlines four priority areas underpinned by Aboriginal Self-determination and supported by two key enablers: strategic partnerships and collective leadership.

The four priority areas:

Priority 1: Ensure the residential care sector has the right mix of skills and competencies to deliver therapeutic, trauma informed care that raises expectations for workers and young people.

Priority 2: Ensure the workforce is equipped to promote and support a culture of child safety and child rights in every residential care home.

Priority 3: Ensure the workforce is equipped to promote and support connection and belonging for the diversity of young people in residential care.

Priority 4: Support a sustainable residential care workforce, including addressing reputation resourcing and safety concerns.

Position Summary

Working collaboratively with the Manager, Learning and Business Development, LBD colleagues, representatives from the Department of Families, Fairness and Housing (DFFH) and the RCLDS Reference Group, the Sector Development Lead will identify, support and provide expert strategic advice to further develop programs and initiatives (including RCLDS) that build capability, expertise and sustainability in the Victorian residential care workforce. The Sector Development Lead will grow and coordinate workforce capability building activity through the implementation of the RCLDS Strategic Framework 2021-23 and look at the range of systemic and workforce related opportunities and issues facing the sector.

This role is responsible for identifying and coordinating relevant, evidence-informed learning and development activity designed to meet the needs of the residential care workforce which will support providers to deliver excellence in care and respond to the diverse needs and aspirations of young people living in residential care.

Reporting Line

- Reports to: Manager, Learning and Business Development
- Reporting to this role: Nil

Organisational Accountabilities

The Centre is committed to the health, safety and wellbeing of its staff. The Centre and its staff must comply with a range of statutory requirements including equal opportunity, occupational health and safety and privacy. The Centre requires staff to comply with its policies and procedures and related statutory requirements. Appointees are accountable for completing training on these matters and making sure their knowledge is up to date.

Key Accountabilities

The Sector Development Lead is a self-motivated person who possesses strong conceptual and critical analysis skills, high-level interpersonal and stakeholder management skills and the ability to work

Position Description – Project Coordinator - RCLDS	Version 2	Page 2 of 3
Responsibility: Manager – Learning and Business Development	Created: July 2021	Next Review: July 2022

autonomously and as part of a small team. Appointees will also have knowledge of Victoria’s care system, including residential care for young people.

The Sector Development Lead is required to:

- Think strategically and offer solutions, including advice, advocacy and capacity building, for promoting a capable and sustainable residential care system that delivers positive outcomes for children and young people in care
- Alongside community service organisations and other key stakeholders, develop holistic and integrated workforce capability building approach so that the Victorian residential care capability requirements are met for both the short term and long term
- Engage, consult and liaise with residential care providers and other key stakeholders, including government, to strengthen and promote the expertise and practice wisdom held by the residential care sector
- Build relationships with subject matter experts, organisations, and universities to identify emerging issues and opportunities, and develop evidence informed solutions for workforce and sector development
- Monitor, analyse and interpret emerging trends, policies and reports to provide high-level strategic advice on systemic and workforce related issues and opportunities
- Represent the Centre, LBD and RCLDS on relevant committees and forums to identify opportunities and ensure the best possible outcomes for providers and young people in care
- In consultation with the Centre’s management and the RCLDS Reference Group, facilitate stakeholder engagement to gain feedback on issues affecting residential care and the wider sector, and to promote the Centre’s work.

RCLDS Coordination

- Develop an implementation plan for the RCLDS Strategic Framework 2021-23 and coordinate and deliver on the key actions and priority areas
- Build strong and productive working relationships with key stakeholders including residential care providers and government stakeholders
- Provide advice on training and development opportunities within the sector- including identifying evidence informed practices best suited to residential care workforce and the diverse needs of young people living in out of home care, building on best practice and gaps
- Coordinate the selection processes for providers of learning and development services (trainers/ developers) and manage the delivery of learning and development strategies
- Ensure appropriate and useful data capture and analysis to keep an accurate recording of sector needs and engagement with RCLDS learning and development activity
- Ensure quality service delivery, by applying the LBD quality assurance approach to the development, delivery and evaluation of learning and development activity
- Contribute to the development of promotional information and materials for the Centre and RCLDS’ regular communication channels including the RCLDS newsletter
- Monitor the RCLDS budget to ensure the effective and appropriate use of RCLDS funds.

Position Description – Project Coordinator - RCLDS	Version 2	Page 2 of 3
Responsibility: Manager – Learning and Business Development	Created: July 2021	Next Review: July 2022

Organisational Requirements

- Maintain a work plan and carry out all duties in a manner consistent with the strategic plan and policies of the Centre
- Other duties as requested by the Manager, Learning and Business Development within the spirit of the agreement with member agencies as represented by the RCLDS Reference Group

Key Selection Criteria

Essential

- 1 Demonstrated knowledge and understanding of child and family services and policy, preferably in relation to the residential care sector, out of home care sector and/or children and young people
- 2 Excellent relationship management skills, with the ability to develop and maintain strong and productive partnerships with a diverse range of stakeholders, including senior stakeholders from government and community service organisations
- 3 Demonstrated project management ability, including developing strategic goals and plans that are clear, flexible and implementable, budget monitoring, and reporting
- 4 Demonstrated ability to use effective written and verbal communication skills and ability to engage with a diverse range of stakeholders
- 5 Ability to manage time independently, prioritise and manage competing demands, with a high level of professionalism
- 6 Demonstrated ability to provide high quality, influential advice using the best available evidence from a range of sources, including key stakeholders.

Desirable

1. Experience in delivering or managing accredited and/or non-accredited learning and development strategies and processes including continuous quality improvement
2. Experience in using Zoom, video conferencing, webinars, and the capacity to learn about other online platforms and tools to ensure a high-quality learning and development to the residential care workforce and CSOs.

Qualifications

1. A relevant qualification and/or experience within the community services sector
2. Experience in IT systems and a high level of computer literacy
3. Certificate IV in Training and Assessment (Desirable)

Conditional Employment Requirements

1. Satisfactory police check
2. Satisfactory Working with Children Check
3. Current Australian Driver's Licence (Desirable)

Position Description – Project Coordinator - RCLDS	Version 2	Page 2 of 3
Responsibility: Manager – Learning and Business Development	Created: July 2021	Next Review: July 2022