

Western Australian Council of Social Service Inc

Position Description

Position Title	Pilbara Manager
Classification Level	SCHADS Industry Award 2010 WACOSS Staff Agreement Salary Scale - Level 5 (\$103,981 - \$108,141 per annum) Full time, 76 hours per fortnight
Reporting line and roles under direct responsibility	CEO
Contract Period - Parental Leave Cover 6 months	Position ends July 2022 Or 6 month Secondment

ORGANISATIONAL CONTEXT:

WACOSS drives social change with communities, through collective action and policy formulation, strengthening community services and influencing decision makers to ensure justice and equity. As the peak body for the Western Australian community service sector, we believe that communities flourish where people are given the opportunity to contribute and create. We are committed to enabling and leading change that supports healthy, active and inclusive communities.

We need people to care about one another, and understand that poverty is a systemic issue that is not the fault of the individual. Fundamentally, we need to foster mutual empathy and work with communities to build their capability and vitality. It is essential that WACOSS remains grounded in community and holds a membership base that aligns with our vision.

To create equitable and empowered communities there must be a strong Peak's voice that works with its members to advocate with and on behalf of those who are the furthest from levers of power and influence, to amplify their concerns and seek justice, to create a society that genuinely works for the benefit of all.

KEY PURPOSE:

Lead and support coordinated community service delivery and advocacy in the Pilbara; play a key role in the identification and implementation of new partnership opportunities and innovations in local service provision; and contribute to ensuring that the needs of the sector and region are known and represented in state and national social policy.

KEY RESPONSIBILITIES:

Community development	<ul style="list-style-type: none"> • Provide strong leadership and representation for WACOSS in the Pilbara region through neutral support, sector connection and strong advocacy • Network and build positive relationships with relevant human service, business and government representatives and other community decision makers • Support and enhance existing inter-agency and stakeholder networks and forums • Work collaboratively with the sector to deliver opportunities in the region that enhance the capacity of service providers and communities, including areas of organisational governance, sustainability and priority areas of workforce development. • Broker new cross region and sector strategic alliances, joint initiatives and partnerships, including collective impact and place based service delivery • Identify gaps in service delivery and unmet community needs and research, partner and advocate to fill these gaps • Assist in establishing mechanisms for cross sector and region communication, and sharing of information and other resources
Social policy and advocacy	<ul style="list-style-type: none"> • Lead and support the renewed development of a shared vision and strategic plan for prevention in the Pilbara region, for example in family and domestic violence, and activities to achieve this • Ensure a cohesive voice advocating the unique priorities of the sector and region, and greater inclusion of Pilbara service delivery and community needs into state and national social policy • Facilitate community services sector and other regional stakeholders to participate in the development of relevant social policies and programs • Ensure that local lived experiences remain central to informing social policy and advocacy
Business development and management	<ul style="list-style-type: none"> • Identify and support business development initiatives appropriate to the needs of the region including identifying and executing emerging opportunities • Contribute to the preparation of relevant organisation tenders, submissions and reports • As a member of the Management Team, assist with organisational planning and reporting to the Board • Manage and broker new relationships with funding providers and partnership opportunities where appropriate
WACOSS	<ul style="list-style-type: none"> • Participate in team meetings, the development of strategic and operational plans and other internal processes as required • Maintain and improve WACOSS internal communications channels • Demonstrate commitment to WACOSS Mission, Vision and Values
OH&S	<ul style="list-style-type: none"> • Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work
Other duties	<ul style="list-style-type: none"> • Other tasks as appropriate, relevant and directed

SELECTION CRITERIA:

Essential

Experience and knowledge

- Experience working within a community service organisation at senior management level
- Understanding of issues impacting on the community services sector and consumers in regional WA
- Knowledge of current Government and non-government directions in social policy and trends in service delivery
- Demonstrated success in identifying and initiating community service development opportunities
- Experience in working with a broad range of stakeholders, including senior government and not-for-profit managers, business leaders and the public

Attributes and skills

- Excellent interpersonal, relationship building and management skills
- Considerable influencing and negotiation skills to advocate and lobby on behalf of the Pilbara community services sector and region
- Highly developed written and verbal communication skills, including demonstrated ability to produce quality reports, submissions, and plans
- Ability to work independently, and use initiative to problem solve
- Capacity to be responsive to fast-paced and changing work environments
- Excellent computer skills including the MS Office suite

Other

- Relevant tertiary qualification and/or experience
- Current Police Clearance
- Current driver's license
- An ability to support and operate within the WACOSS Mission, Vision and Values

Desirable

- Excellent knowledge of community service delivery providers and stakeholders in the Pilbara region
- Currently located in Karratha region. However, this is not essential. This position could possibly be located in another town in the Pilbara. This would be dependant of WACOSS being able to secure affordable office space from a partner agency.