

Position Details	<p>Position Title</p> <p>Project Facilitator: Motel Coordination Project – Inner Gippsland (Baw Baw, Latrobe, Bass Coast and South Gippsland)</p>
	<p>Employment Type</p> <p>0.5 FTE Part time, 1 year contract Flexibility to include some evening work.</p>
	<p>Remuneration and conditions</p> <p>This is a level 6.1 position under the SCHADS Award.</p> <p>Position negotiated according to qualifications, training and years of experience in similar organisations and/or roles.</p> <p>The organisation offers employees the opportunity of salary packaging (Salary packaging is subject to legislative requirements and in accordance with GWH policy.)</p> <p>Flexible work arrangements apply.</p> <p>GWH has a time-in-lieu policy for overtime worked outside the designated flexi time arrangements.</p> <ul style="list-style-type: none"> • All new appointments will be reviewed regarding ongoing employment prior to the 6 month anniversary of initial appointment. • Privacy and Confidentiality Agreement required. • Code of Conduct Agreement required. • Successful applicants will be required to undergo a police check and Working with Children Check
	<p>Location</p> <p>Gippsland Family Violence Alliance (GFVA) has a flexible working policy and as such, employee is expected to work from home, or from another negotiated location such as a co-located site.</p>

Organisational Context

This role will report to the Principal Strategic Advisor which supports the Gippsland Family Violence Alliance (GFVA). The GFVA is auspiced by Gippsland Women's Health.

The Gippsland Family Violence Alliance is a partnership of 36 agencies all of whom responds to family violence, this includes specialist family violence, homelessness, alcohol and other drug agencies, mental health, family services, justice, magistrate courts among others.

The Gippsland Family Violence Alliance works towards:

1. System's Integration and Improvement
2. Supporting the implementation, monitoring and evaluation of family violence reform initiatives
3. Developing an evidence base and advocating for system's change
4. Building workforce capacity and capability
5. Governance and system's leadership

This partnership works with other local partnerships to improve the service coordination for clients who experience family violence and those who use family violence.

Position Summary

Key Objective

The Project Facilitator will report to the Principal Strategic Advisor and work closely with the Steering Committee for this project, along with their counterpart in Outer Gippsland to ensure that victim-survivors in Inner Gippsland receive a coordinated, inter-agency response related to the use of motels.

In summary, this position will:

- Support a more co-ordinated, DFFH Area-level approach to the utilisation of motels for family violence emergency accommodation, by developing systems, information sharing and interagency arrangements between local agencies and with statewide services
- Develop DFFH-Area-level strategies to manage key risks and challenges related to identifying appropriate motel options and managing relationships with moteliers to increase access to suitable motel accommodation.
- Develop systems, information and resources to support safe and appropriate placements and management of relationships with moteliers which are sustainable beyond the funded project.
- Increase access to appropriate alternative emergency accommodation options, and support broader actions to support alternative accommodation options

Reports to

Principal Strategic Advisor

Key Result Areas

Project Facilitator: Motel Coordination Project – Inner Gippsland

The Project Facilitator is pivotal in assisting the sector to build their capacity to coordinate their response to motel accommodation. This includes the Family Violence Service Sector, Homelessness, Youth Justice and Child Protection.

Key responsibilities include:

- a. Work with the lead agency contact to establish a Project Advisory Group with the Family Violence Principal Strategic Advisor for the Family Violence Integration Committee (PSA), Homelessness Networker for the Local Area Service Network (LASN), and Service System Navigator (The Orange Door), or develop other options to ensure relevant input by these system development workers.
- b. Working with the DFFH Area and the Project Advisory Group establish the cross-sector Project Governance Group with the membership outlined in the Project Guidelines
- c. Working with key stakeholders, develop the Project Plan
- d. Engage with stakeholders to gather information required to complete the Current State Mapping Report
- e. Working with the Project Group, develop the Priority Actions Report, and the Local System Development Action Plan to respond to key issues and opportunities identified through the mapping process.
- f. Work with the Local Project Group to implement agreed strategies including those which will be sustainable beyond the project.
- g. Working with key stakeholders, develop project documents and reports required by FSV.
- h. Co-ordinate the preparation of material for presentations on the project as required by FSV.

Key organisational responsibilities

Communications, Collaboration and Relationships

- Participate in staff meetings and team development and the GFVA annual review of strategic directions.
- Play an active role in accomplishing GFVA goals by participating in a range of activities and interactions geared towards achieving the objectives in the organisation's strategic plan.
- Actively foster a workplace culture of tolerance and learning and provide support to others.
- Participate in and support safe work practices to ensure a safe work environment for service users, community, staff and visitors.

Effective Organisational Systems

- Assist in the implementation of the Gippsland Family Violence communications strategy as required.
- Ensure collaboration and integration across and between GWH and GFVA programs and services to promote organisational goals and objectives.
- Actively participate in cross-stream mechanisms to facilitate links within and between the various work streams across the whole organisation.
- Support and engage in activities and behaviors that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of GFVA values, vision and strategic plan.

Administration and Documentation

- Maintain data collection systems and processes as required.
- Prepare project reports as required.
- Prepare and manage approved work plan.
- Perform relevant administrative tasks and procedures as required
- Ensure that all documentation is accurate and completed in a timely manner.

Quality & Continuous Improvement

- Promote equity principles in all aspects of the role.
- Support ongoing organisational and workforce development programs.
- Participate in and contribute to quality improvement programs and activities.

Key Selection Criteria

Essential

- Tertiary qualifications in humanity/arts, social policy, social work, community development or a related discipline
- Understanding of critical issues relevant to crisis responses to family violence and homelessness
- Demonstrated understanding and of the nature and dynamics and the social and political context of gender based violence, including intersectional feminism
- Exceptional skills in stakeholder management and the ability to develop effective and collaborative working relationships to deliver effective community engagement activities.
- Understanding of the family violence service system, including system's integration.
- Demonstrated experience in the development, delivery and evaluation of project delivery
- Excellent interpersonal and high-level communication skills, including the ability to develop written and visual materials that support the capacity to promote and represent GFVA

Desirable

- Post-graduate qualifications in essential discipline highly regarded

Aboriginal and Torres Strait Islander women are encouraged to apply.

Key Behaviours

- Strength based and self-motivated
- Respectful communication between staff and all stakeholders
- Ability to collaborate in challenging and rapidly changing contexts

Performance Monitoring

This position is a fixed term 1 year contract.

Application Details

Written applications addressing the Key Selection criteria, marked 'Confidential' and submitted to Kim Adams, Principal Strategic Advisor for Family Violence at kim.adams@gwhealth.asn.au