



## POSITION DESCRIPTION

<b>Position</b>	Project Lead - Nugel & Child Protection Reform	<b>Position Number</b>	P10719
<b>Reports to</b>	Executive Manager – Nugel & Child Protection Reform	<b>Direct Reports</b>	Upto 3
<b>Status</b>	Fixed term - 12 months	<b>Time Fraction</b>	Full time/Part time
<b>Award</b>	SCHADS Level 7	<b>Location</b>	VACCA Head Office – Preston with Hybrid options available

**Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people**

## OUR VISION

Our footprint will be informed by Aboriginal self-determination and grounded in culture with our voices and actions guiding the fires of change.

## OUR PURPOSE

Grounded in Cultural Therapeutic Ways we commit to Heal, Connect and Protect Aboriginal children, families and community informed by culture, trauma and self-determination to bring about generational change.

## POSITION SUMMARY

The Project Lead role is part of the Nugel and Child Protection Reform Team which supports the strategic design and implementation of innovative projects and programs that aim to reduce the over-representation of Aboriginal children in the child protection system and support improved outcomes for Aboriginal children, young people and families. VACCA is advocating for a child and family services system that is built on self-determination, embeds Aboriginal best practice, and is focused on building culturally strong, safe and thriving Aboriginal families.

This role provides leadership to embed a strong Aboriginal cultural lens into policy and program development related to the child protection reform programs and projects. Additionally, the role supports the development of practice resources and operational procedures/manuals of programs associated with the reform portfolio.

## KEY RELATIONSHIPS

**Internal:** VACCA staff and Community, including client services staff, regional managers and corporate services.

*External:* Government departments, Aboriginal Community Controlled Organisations (ACCOs), other child and family welfare services, philanthropic organisations.

## KEY SELECTION CRITERIA

### ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Experience within child and family or community services sectors including knowledge and understanding of the Child Protection System in Victoria.
- Experience with managing projects independently that may include community consultations, designing and trialling innovative approaches to meeting community and program needs, and development of new resources.
- Proven ability to work independently as well as collaboratively and seek out and connect with stakeholders including Aboriginal community members, Elders and staff at ACCOs.
- Strong writing skills including policy, practice resources and project reports in a community services context.
- Understanding of and capacity to support service/program establishment and implementation.
- Skills and experience in project designing, planning, management, delivery and reporting including developing associated budgets
- Excellent computer skills across the Microsoft Office suite.
- Strong leadership skills and organisational abilities including driving project and working to strict deadlines.

### REQUIREMENTS

- Degree in social work, social sciences or related discipline and/or relevant experience in policy, project management or advocacy and/or experience in operations delivering child and family services
- You must have and continue to hold a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

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## POSITION ACCOUNTABILITIES

### KEY RESPONSIBILITIES



- Lead strategic internal projects, including designing pilot programs, a project plan, establishing project governance, community consultations, project budget management and executing tasks, and monitoring and reporting project progress to leadership and project governance partners.
- Provide leadership to embed a strong Aboriginal cultural lens into relevant policy and program development related to the child protection reform programs and projects.
- Develop written documents such as policies, operational procedures, practice guidance, project reports and policy/issues papers.
- Provide expert advice to internal and external parties to support and guide the management of projects as the leader of a project team.
- Implementation of child protection reform projects and programs including expansion of the Nugeel Program, early help and divisionary programs and reforms.
- Liaise with Aboriginal Community Controlled Organisations, other community sector organisations and government departments
- Actively participate in team projects and meetings as well as supervision, training and other events and team, division or organisational activities.
- Work independently, while also collaboratively, willingly supporting and guiding other staff as a senior member of the team.
- Complete administration tasks associated with the role and to assist others in the team, taking initiative and contributing to continuous process improvements
- Manage staff or project team as required

## HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

## QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

## ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.



VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 3) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.