

# Position Description

## Project Lead - Engagement



## and Development

Position title	Project Lead - Engagement and Development
<b>Classification</b>	Social, Community, Home Care and Disability Services Award 2010 - Level 6. Pay point dependent upon experience.
<b>Salary range</b>	Hourly rate \$59.83 to \$62.48. Salary and conditions of employment are as per Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) and the Employee Bargaining Agreement (EBA). Copies of both the SCHADS Award and EBA are available at our office.
<b>Conditions</b>	Employee Bargaining Agreement. A mobile phone and laptop will be provided. Flexible Work Arrangements available. Ongoing contract.
<b>Work location</b>	Office based in Bendigo.
<b>Team</b>	People and Culture.
<b>Hours of work</b>	Part-time - 30.4 hours per week, 0.8 FTE. Some out of hour's work may be required.
<b>Direct reports</b>	Appropriate direct reports as required.
<b>Accountability</b>	Organisation Culture and Inclusion Lead.

### Role Overview

This role is a project and development focused position within People and Culture, bringing strong project management capability, stakeholder engagement, and implementation expertise to organisational priorities. The Project Lead- Engagement and Development contributes to the successful planning, coordination, and delivery of initiatives that strengthen staff experience, organisational capability, and continuous improvement across CNV.

### Position Purpose

Located within the People and Culture team and reporting to the Organisation Culture and Inclusion Lead, the Project Lead - Engagement and Development plays a key role in planning, coordinating, and delivering key people centred projects and priority initiatives that support CNV's people, culture, and organisational goals.

With a focus on enhancing a positive staff experience, this role works collaboratively across the organisation to strengthen project governance, stakeholder engagement, communication, and implementation. It supports projects aligned with CNV's Strategic direction through practical

# Position Description

## Project Lead - Engagement



## and Development

planning, reporting, briefs, proposals, and frameworks that enable informed decision-making and sustainable organisational improvement.

### Key Relationships

#### INTERNAL

- CEO
- Senior Managers
- Staff at CNV

#### EXTERNAL

- Industry professionals
- Sector organisations
- DFFH and other Government departments
- Legislative bodies

### Key Accountabilities

Key Result Area	Performance expectations
<b>Project Leadership, Collaboration &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Coordinate medium to high complexity initiatives through strong planning, clear milestones, thoughtful implementation, and reflective review that delivers impactful outcomes for staff, the organisation, and the communities CNV serves.</li> <li>• Build strong, collaborative relationships across CNV that foster shared ownership, strengthen connection, and support inclusive, values-led outcomes for staff and community.</li> </ul>
<b>Project Delivery: Learning &amp; Development Initiatives</b>	<ul style="list-style-type: none"> <li>• Coordinate the planning and implementation of CNV's Learning and Development and Leadership Program Frameworks to strengthen organisational capability, grow leadership confidence, and support workforce development and succession planning.</li> <li>• Coordinate learning and development reporting and analysis to inform priorities, measure progress, and support continuous improvement.</li> <li>• In consultation with the Organisation Culture and Inclusion Lead, contribute to the planning, design, and delivery of training and initiatives ensuring sustainable organisation development to strengthen capability, support professional development to further build a connected, high-performing workforce.</li> </ul>
<b>Stakeholder Engagement &amp; Project Communications</b>	<ul style="list-style-type: none"> <li>• Collaborate with staff to ensure People and Culture initiatives are informed by staff voices and deliver meaningful impact.</li> <li>• Coordinate clear and inclusive internal communication that supports engagement, connection, and shared understanding across People and Culture priority projects and initiatives.</li> </ul>

**and Development**

	<ul style="list-style-type: none"> <li>• Coordinate staff engagement surveys and support the interpretation and communication of insights to inform priorities, strengthen culture, and guide continuous improvement.</li> </ul>
<b>Project Governance &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Support the organisation to develop and strengthen policies, procedures, and frameworks that enable consistent practice, sound governance, and effective project delivery.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Contribute to practical, user-friendly systems improvement initiatives that strengthen organisational effectiveness, support sustainable practice, and respond to project, organisational, and community needs.</li> </ul>
<b>Frameworks &amp; Project Management</b>	<ul style="list-style-type: none"> <li>• Develop and embed organisational frameworks that strengthen culture, support staff to thrive, and enable consistent, high-quality practice across CNV.</li> <li>• Plan and deliver priority projects and initiatives with clear timelines, milestones, and reporting that support transparency, momentum, and quality outcomes.</li> <li>• Use relevant data and measures to track progress, demonstrate impact, and inform future planning and improvement.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work in line with organisational policies, procedures, standards, and practices that support safe, consistent, and effective service delivery.</li> <li>• Contribute to safe and sustainable practice by supporting occupational health and safety and risk management requirements across portfolio areas and the broader organisation.</li> </ul>

**Competencies**

<b>Decision-making</b>	Identifying and understanding problems and opportunities by gathering, analysing and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives and making timely decisions; taking action that is consistent with available facts and constraints and optimises probable consequences.
<b>Teamwork</b>	Works well with others in the pursuit of team goals, shares information, supports others, shows consideration, concern and respect. Attends and participates in team meetings, agency activities, program development, planning days, working groups, team building activities and supervision.

# Position Description

## Project Lead - Engagement



## and Development

<b>Planning and Organising</b>	Establishing an action plan to complete work efficiently and on time by setting priorities, establishing timelines and leveraging resources.
<b>Communication Skills</b>	Be able to deliver clear, concise and accurate verbal and written updates, including presentation of reports to management or external stakeholders.
<b>Analytical Skills</b>	Utilisation of advanced analytical and planning skills in reaching decisions and proposing recommendations. Demonstrated analytical and conceptual skills.
<b>Emotional Intelligence</b>	Establishing and sustaining trusting relationships by accurately perceiving and interpreting own and others' emotions and behaviour; leveraging insights to effectively manage own responses so that one's behaviour matches one's values and delivers intended results.
<b>Building Partnerships</b>	Developing and leveraging relationships within and across work groups to achieve results.
<b>Facilitating Change</b>	Encouraging others to implement better approaches to address problems and opportunities, managing the implementation and acceptance of change within the workplace.
<b>Delegation and Empowerment</b>	Identifying and leveraging opportunities to accelerate results and build capability by assigning tasks and decision-making responsibilities to individuals or teams with clear boundaries, expectations, support and follow-up.
<b>Managing and Measuring Work</b>	Ability to clearly assign responsibility for tasks and decisions; set clear objectives and performance requirements; monitor process, progress and outcomes; and design feedback loops into supervision.
<b>Other duties as required</b>	Undertake other duties which are appropriate to the level of the position, as directed by the Head of People & Culture.

### Leadership Capabilities

In line with the CNV Leadership Program, Project Lead- Engagement and Development influences and supports colleagues to achieve shared outcomes through collaboration, expertise and positive role modelling. The role fosters strong working relationships, contributes to team effectiveness, and promotes consistent ways of working. By demonstrating initiative, sharing knowledge, and supporting a culture of trust, inclusion and accountability, the role strengthens collective performance without formal supervisory responsibility.

### Key Selection Criteria

**Essential:**

# Position Description

## Project Lead - Engagement



## and Development

1. Relevant tertiary qualifications and/or demonstrated experience in project management, governance, quality improvement, organisational development, or related fields.
2. Demonstrated experience planning, coordinating, and delivering complex projects, with the ability to manage milestones, stakeholders, risks, dependencies, and deliverables effectively.
3. Ability to interpret and apply legislation, regulations, guidelines, policy, and procedures in ways that support sound project governance and implementation.
4. Well-developed communication skills, including the ability to prepare clear and engaging project documentation and provide effective verbal updates and presentations to a range of stakeholders.
5. Demonstrated ability to guide, influence, and support others through collaborative project delivery, capability building, and shared learning.
6. Demonstrated ability to work collaboratively, share information, build respectful relationships with stakeholders, and contribute to continuous improvement and shared outcomes.
7. Advanced computer skills for MS Office programs including Word, Excel, and PowerPoint.
8. Strong commitment to CNV's vision, feminist values and principles including an understanding of the role and impact of gender and other inequalities in relation to that violence.

### **Application Process**

**To be considered for this role, you will need to provide a cover letter and current resume.**

**Applicants will be assessed against the Key Selection Criteria listed in the Position Description.**

**Find information about the Application Process on the Careers page of our website**

**<https://www.cnv.org.au/job-application-process>**

**Application close: xx**

**Note: we will review applications as they come in and may close the advertisement earlier.**

CNV is an Equal Opportunity Employer; values diversity and encourages applications from Aboriginal and Torres Strait Islander people, people living with disabilities and culturally and linguistically diverse backgrounds.

Further information regarding employee benefits, organisational overview and further job opportunities can be found on the Careers page of our website [www.cnv.org.au](http://www.cnv.org.au)

# Position Description

## Project Lead - Engagement



## and Development

Any enquiries can be directed to the People and Culture team on 03 5430 3000 or by email [vacancies@cnv.org.au](mailto:vacancies@cnv.org.au)

### Other Requirements

Requirements	Performance expectations
<p><b>Mandatory prior to commencement</b></p>	<ul style="list-style-type: none"> <li>• All offers of employment are subject to satisfactory background checks including a National Police Check (including an international police check if resided continuously in an overseas country for 12 months or more in the last 10 years).</li> <li>• A current Employee Working with Children Check (WWCC) card is required and must be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment.</li> <li>• All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process.</li> <li>• Applicants are required to provide a certified copy of relevant Qualifications.</li> <li>• Employees must hold a valid Australian driver’s licence to drive CNV fleet vehicles.</li> </ul>
<p><b>Eligibility and the Right to Work and Live in Australia</b></p>	<p>To be considered for employment at the Centre for Non-Violence (CNV) you are required to have Australian citizenship or to be a permanent resident of Australia or have a valid visa that provides work rights.</p> <p>You can gain employment with CNV if you are:</p> <ul style="list-style-type: none"> <li>• An Australian citizen - a birth certificate, citizenship certificate or current passport is proof of eligibility.</li> <li>• A non-citizen with a valid visa that provides work rights - a current passport containing the visa is proof of eligibility. As the visa has an expiry date, non-citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date.</li> </ul> <p>Documents that are a proof of Right to Work:</p> <ul style="list-style-type: none"> <li>• Australian Passport.</li> <li>• Full Australian Birth Certificate and a form of photo ID.</li> <li>• Australian Citizenship Certificate.</li> </ul>

# Position Description

## Project Lead - Engagement



## and Development

	<ul style="list-style-type: none"> <li>• Certificate of evidence of resident status.</li> <li>• Valid visa with work rights.</li> </ul>
<b>Cultural and Child Safety Statement</b>	<p>CNV is a child safe organisation. We are committed to the safety, participation, and empowerment of all children and young people that engage with our organisation, including but not limited to individuals who identify as Aboriginal and Torres Strait Islander, Culturally and/or linguistically diverse, Gender diverse and/or same sex attracted and People with a disability.</p>
<b>CNV Board Statement of Commitment</b>	<ul style="list-style-type: none"> <li>• We recognise and acknowledge Aboriginal and Torres Strait Islander peoples as the First Nations people of these lands and waterways.</li> <li>• We acknowledge Aboriginal and Torres Strait Islander peoples' sovereignty, and sacred connection to the lands and waterways and we celebrate their strong and enduring cultures, identities, and self-determination.</li> <li>• We are sorry for the endured trauma and torment of powerlessness inflicted on Aboriginal and Torres Strait Islander peoples as a result of the ongoing impact of colonisation, systemic discrimination, and white privilege.</li> <li>• We accept and acknowledge the invitation to walk with Aboriginal and Torres Strait Islander peoples, and strongly support the Uluru Statement from the Heart, constitutionally enshrined Voice to Parliament and the call for a Makarrata Commission to supervise agreement, treaty, and truth-telling about our history.</li> <li>• We uphold the unique human rights of Aboriginal and Torres Strait Islander peoples as outlined by the United Nations Declaration of the Rights of Indigenous Peoples and seek a future where they have power of their voice, rights, destiny, and their children flourish.</li> </ul>
<b>Cultural Safety in the Workplace</b>	<ul style="list-style-type: none"> <li>• CNV recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how CNV can provide for and engage with Indigenous clients and communities more effectively.</li> </ul>
<b>Commitment to CNV's vision and Philosophies</b>	<ul style="list-style-type: none"> <li>• Champion and act as an advocate for the highest standards of ethical and professional behaviour.</li> <li>• Strong commitment to CNV's vision, feminist values and principles including an understanding of the role and impact of gender and other inequalities in relation to family violence.</li> </ul>

Position Description  
**Project Lead - Engagement**



**and Development**

<p><b>Our commitment to diversity and inclusion</b></p>	<p>CNV strives to be an inclusive, safe, and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to:</p> <ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander.</li> <li>• LGBTIQ+.</li> <li>• People with disabilities.</li> <li>• People from diverse cultural and linguistic backgrounds.</li> <li>• People of all ages.</li> <li>• People with caring responsibilities.</li> <li>• People with diverse religious beliefs or affiliations.</li> </ul> <p>All CNV employees, contractors and volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.</li> <li>• Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.</li> <li>• Address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.</li> <li>• Participate in and contribute to training, events, and learning opportunities to celebrate differences, increase awareness and understanding of diversity and inclusion.</li> <li>• Raise concerns and/or complaints in a constructive manner, including identifying possible solutions.</li> </ul>
<p><b>Occupational health &amp; safety (OHS)</b></p>	<p>CNV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.</p> <p>In achieving and maintaining workplace health and safety, CNV will apply best practice in OHS in accordance with statutory obligations at all times.</p> <p>All CNV employees, contractors and volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and CNV's OHS policies and procedures.</li> </ul>

Position Description  
**Project Lead - Engagement**



**and Development**

	<ul style="list-style-type: none"> <li>• Take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others.</li> <li>• Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace.</li> <li>• Report all injuries, illness or 'near misses' to their supervisor or manager.</li> <li>• Participate in relevant health and safety training based on roles and responsibilities.</li> <li>• As required, participate in the development and implementation of specific OHS hazard and risk management strategies.</li> </ul> <p>CNV strongly recommends (but does not mandate) that all employees maintain their COVID-19 vaccination status in accordance with ATAGI advice.</p> <p>In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors, and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training, and reporting systems.</p>
<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Follow all CNV policies and procedures in relation to risk management.</li> <li>• Conduct risk assessments.</li> <li>• Demonstrate an understanding of, and a commitment to, CNV's Risk Management Framework.</li> <li>• Report all hazards and incidents of which they become aware.</li> <li>• Raise concerns and/or complaints in a constructive manner, including identifying possible solutions.</li> </ul>
<p><b>Privacy</b></p>	<ul style="list-style-type: none"> <li>• CNV is governed by the Information Privacy Act 2000 and the Australian Privacy Principles (APPs) and is committed to protecting the information it collects, monitoring its use and maintaining its integrity. Therefore, any information collected will be solely for the primary purpose intended and will be destroyed when no longer required.</li> <li>• Ensure all Privacy and Data Security practices as outlined in policy are being maintained by staff through the provision of induction/probation information, instruction, training, and supervision.</li> </ul>

# Position Description

## Project Lead - Engagement



## and Development

<b>Use of Confidential Information</b>	<p>Employees shall not use confidential information to gain advantage for themselves or for any person or body, nor shall they use this information improperly to cause harm to any person, body or CNV.</p> <p>Both during and after employment with CNV, employees must:</p> <ul style="list-style-type: none"><li>• Not communicate confidential or private information to third parties.</li><li>• Not make use of any information gained through employment at the Centre for Non-Violence Inc for any purpose other than the discharge of official duties.</li><li>• Only access personal records, files, and information to facilitate direct work.</li></ul>
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### **Position Description Changes**

This Position Description is indicative of the initial expectation of the role and subject to change in line with requirements of CNV's goals and priorities, activities or focus of the job. The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.