

Western Australian Council of Social Service Inc

Position Description

Position Title	Executive Manager, WA Child and Family Hubs Network
Classification Level	WACOSS Staff Agreement 2024 Salary Scale – Level 5 0.8 FTE
Salary	Range from \$123,631 to \$141,437 p/a pro-rata plus 12% superannuation
Reporting line (operational)	<i>Leader, Policy & Advocacy</i>

ORGANISATIONAL CONTEXT:

The Western Australian Council of Social Service is the peak body of community service organisations and individuals in Western Australia. WACOSS stands for an inclusive, just and equitable society. We advocate for social and economic change to improve the wellbeing of Western Australians and to strengthen the community services sector that supports them. WACOSS is part of a national network consisting of ACOSS and the State and Territory Councils of Social Service, who assist people on low incomes and experiencing disadvantage Australia wide.

KEY PURPOSE:

The WA Child and Family Hubs Network is a collaborative project to establish a state-wide network that will strengthen, connect and advocate for child and family hubs – local, place-based child and family services working together to deliver improved outcomes for children and families across WA.

The Network seeks to improve the effectiveness, consistency and sustainability of new and existing hubs by providing coordination, capacity building, policy engagement, knowledge sharing and partnership development. It will act in partnership as the WA node of the National Child and Family Hubs Network, ensuring national resources, evidence and advocacy are translated into practical support for local communities. It will also actively partner with Government agencies, programs and initiatives in early child development, education and health to deliver more effective integrated service models and assist families to navigate access to appropriate support and advice.

The Executive Manager will establish the governance arrangements, undertake the stakeholder engagement, fundraising and sustainability activities to establish the network and support its initial development and expanded range of complementary activities. They will be responsible for overall project leadership including taking the lead with project implementation, partnerships management, government relations, reporting and financial oversight. As additional resources are secured and more complementary functions and initiatives are established they may also supervise additional staff roles, including training, professional development and communications roles. The position will be supported by the WA Hubs Network Strategic Advisory Group.

Network Core Functions

1. *Networking and Coordination*

Creating opportunities for hubs to learn from one another, share resources, solve common challenges and collaborate on initiatives.

2. *Capacity Building*

Supporting professional learning, implementation of evidence-based practice, access to coaching, communities of practice and practical operational support.

3. *National Engagement*

Connecting WA hubs with the National Child and Family Hubs Network, national organisations, research, resources, policy development and advocacy opportunities.

4. *State Government Engagement*

Providing a structured interface between hubs and government agencies, supporting policy development, implementation and service integration. Building active partnerships to deliver new programs and initiatives through the hubs network.

5. *Partnership Development*

Convening stakeholders and creating partnerships that strengthen early childhood systems and improve outcomes.

6. *Support for New Hubs*

Providing advice, guidance and connections to communities seeking to establish integrated hub models.

Complementary functions

To be developed with additional partner funding:

1. [Capacity-building and small grants programs](#) that enable individual hubs and local networks to access tailored support, coaching and practice improvement.
2. [Aboriginal Community Controlled Organisation development partnerships](#) that strengthen Aboriginal-led approaches and community governance.
3. [Digital Platform Development](#) including a hubs directory, policy, program and training resources and toolkits, as well as communities of practice and events.
4. [Research, evaluation and evidence partnerships](#) that help hubs measure outcomes, build the evidence base and continuously improve practice.
5. [Early childhood screening and developmental support](#) initiatives aligned with Thriving Kids reforms.
6. [Statewide partnership and systems-change projects](#) that improve coordination and integration across sectors and agencies.

KEY RESPONSIBILITIES

Project implementation	• Bring a mindset of collaboration, partnership and co-creation in working with people and to achieve outcomes. • Develop and implement the WA Child and Family Hubs Network aligned to the project's <u>strategic goals</u> and built on a set of nationally <u>agreed principles</u>, in consultation with the executive, project partners, members and key stakeholders. • Finalise project and operational planning and establish all project management fundamentals in preparation for implementation. • Work with the Leader Policy and Research, Minderoo Foundation, the WA Children's Funders Alliance to secure co-funding for core network activities and complementary functions, in line with the network proposal. • Develop a stakeholder engagement strategy to engage existing hubs, identify shared needs and priorities, develop network activities, initiative and events, and build network membership. • Actively work with Government Agencies to develop partnerships and initiatives that align with existing and emerging programs, hubs and other integrated service systems (such as Child and Parent Centres and Thriving Kids). • When further resources are secured, recruit other project staff with the Leader Policy and Research, and finalise the resourcing model with project partners. • Work with the WACOSS DropIn team to develop required IT systems • Co-convene the WA Hubs Network Strategic Reference Group (SRG) with the Leader Policy and Research regularly throughout the project lifespan. • Conduct leadership stakeholder engagement and communications to manage the expectations and requirements of the project partners and key stakeholders. These include WA government, funders, project partners, member hubs, Aboriginal Community Controlled Organisations and their peaks, and community partners. • Develop and implement operational plan and reporting systems. • Manage the project budget, reporting and contractual requirements, including MOUs with project partners. • Collaborate with research partners to develop the project evaluation framework and key deliverables and delivery of reports across key phases of the project. • Work with the SRG, NCFHN and others to build a community of support to influence government policies and investment in early child development. • Maintain strong communications with all key stakeholders to keep them informed and engaged in the project.
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Project Management	• Under the direction of the WACOSS CEO and SRG effectively lead and manage the project and achieve the key milestones against the operational plan. • Lead the team and inspire them through the project values to achieve high performance and the defined milestones and outcomes for the project. • Develop project plans and KPI's for each phase of the project. • Effectively manage project partnerships and the SRG.
WACOSS	• Participate in team meetings, the development of strategic and operational plans and other internal processes as required. • Take reasonable care for own safety and health at work and uphold the practices, policies and required behaviours to support the safety and wellbeing of others. • Demonstrate commitment to WACOSS Vision, Purpose and Values.
Other duties	• Other tasks as appropriate, relevant and directed

SELECTION CRITERIA:

Experience and knowledge

- Experience working within the community service sector at senior management level and track record of success in leading and delivering major projects and initiatives
- Strong understanding of early child development and the barriers faced by vulnerable children and families.
- Highly experienced in project/program development.
- Proven record of advanced project management skills and achieving project outcomes
- Experience working with government agencies, policy and decision making.
- Contemporary knowledge and understanding of early child development and familiar with the research reports and institutions that support child health, development and wellbeing.
- Experience managing multiple stakeholder relationships across public, private and community sectors and proven ability to manage a collaborative venture.
- Knowledge of training and development approaches to adult learning applicable to child and family services.
- Proven record of fostering and developing collaborative multi-sector partnerships.

Attributes and skills

- Strong leadership and managerial skills and demonstrated ability to lead a high performing team
- Highly developed analytical skills and good judgement
- Excellent written communication skills, report writing and communications
- Excellent interpersonal and verbal communication skills
- Outstanding presentation skills and ability deliver key messages
- Excellent organisational and administrative skills
- Ability to juggle multiple demands in a pressured environment

Other

- Current Police Clearance, Working with Children Check (WWCC) and WA driver's license
- An ability to support and operate within the WACOSS Mission, Purpose and Values

Authorisation

This document is an accurate statement of the duties and responsibilities of this position.