

POSITION DESCRIPTION

"We acknowledge the Aboriginal and Torres Strait Islander people as the first peoples and Traditional Owners and custodians of the land and waterways on which we live. We honour and pay our respects to Elders past and present."  

POSITION DETAILS

Title:	Project Officer, Funding Programs & Partnerships
Classification	VPS 4.1
Position No:	LSC 557
Work location:	Level 27/500 Bourke Street, Melbourne (flexibility may be available)
Employment type:	Fixed Term, until October 2027.
Reports to:	Grants Program Lead Funding Programs & Partnerships

ORGANISATIONAL ENVIRONMENT

The Victorian Legal Services Board and Commissioner (VLSB+C) is the independent regulator of the legal profession in Victoria. We license lawyers and oversee service standards and conduct. This includes handling complaints about lawyers, investigating poor conduct and overseeing management of trust accounts. We are also the stewards of the Public Purpose and Fidelity Funds and administer these to support legal regulation and access to justice in Victoria.

Our [strategy](#) sets out our key goals: to protect and empower consumers of legal services; to improve legal practice and ethics and to improve access to justice. Our strategic plan aligns our work across our four divisions and details what we plan to do to achieve these goals.

Our people are passionate about ensuring the integrity of the legal profession and supporting public trust and confidence in the profession. Working at the VLSB+C is an opportunity to be part of a dynamic, flexible and agile work environment, in an organisation where you will make a real impact on the public's experience of legal services.

OUR COMMITMENTS

([more information](#))



We
adapt



We are
courageous



We
collaborate



We value
relationships



We lead
and inspire

DIVISION CONTEXT

The **Policy & Outreach Division** comprises the following functions:

- **Consumer Panel secretariat:** provide a single senior point of contact for Consumer Panel members and ensure the Panel is equipped to deliver its agenda.
- **Evaluation & Impact:** including oversighting the development and adoption of outcomes frameworks to measure the VLSB+C's performance and impact as a regulator, funder and investor.
- **Funding Programs & Partnerships** including leading relationship management of the VLSB+C's funded organisations and the Grants Program and driving the VLSB+C's access to justice strategic objective.
- **Lawyer Wellbeing Program:** engaging strategically and collaboratively with key stakeholders to drive the expansion of this key strategic program of work for the VLSB+C.
- **Policy & Regulatory Strategy:** providing high level expertise into policy development and implementation, including identifying, building, connecting and maintaining relationships with key stakeholders within the legal profession regulation framework.
- **Research:** in particular by providing executive oversight of the establishment of this new function within the VLSB+C.
- **Strategic Communications & Engagement:** including executive accountability for brand strategy development and reputation management.

The Policy & Outreach Division contributes to the VLSB+C strategic objectives by:

- Proactively advancing the VLSB+C's policy agenda
- Supporting access to justice through strategic funding
- Establishing and helping to maintain valued partnerships
- Being the caretaker of our reputation as a trusted regulator
- Helping to identify opportunities to support the VLSB+C' to continue to improve our service delivery and performance

The **Funding Program and Partnerships team** delivers the Funding, Sponsorship and Granting programs which support our Access to Justice strategic objective. Established in 2007, our grants program supports improvements to access to justice, policy research, law reform and education programs. So far, we have provided over 200 grants totalling \$86 million. We are committed to improving Victorian's access to justice through targeted funding for improved laws and services. We believe with the right support, the community and legal assistance sectors can drive and deliver strategic change that improves access to justice for Victorians.

POSITION CONTEXT

The Project Officer sits within the Funding Programs & Partnerships team, and reports to the Grants Program Lead. The Funding Programs & Partnerships Team is a small but dynamic team responsible for significant funding to the legal sector through Grants, Organisational funding and Sponsorship. The funding comes from the [Public Purpose Fund](#).

The Project Officer plays an important role in assisting this team to achieve its objectives in the Grants Program. Working alongside another Project Officer, this role is responsible for providing project and administrative support including management of grants contracts, monitoring and evaluation, communications, and program support to the Grants Program Lead. You will also be responsible for liaising with internal and external stakeholders, undertaking research and assisting with reports, preparing papers, amongst other tasks as required.

POSITION RESPONSIBILITIES

1. Assist the Grants Program Lead to create, maintain and manage applicant and grantee records and files. Assist with research and assessment of grant applications and schedule reporting requirements and payments for new grants.
2. Manage contract relationships with grantees.
3. Draft correspondence, reports, guidelines and other material on behalf of the VLSB+C.
4. Monitor and maintain communications materials, including our website.
5. Develop and implement systems of data collection including preparation and analysis of statistical and other reports to support the management of the program. Prepare timely reports to management on program progress.
6. Consult, liaise and communicate with peers, internal and external stakeholders including applicants and grantees to answer inquiries, track incoming inquiries and proposals and provide reports, project scopes and responses to inquiries as requested.
7. Develop project documentation including plans, schedules and performance reports and other complex information.
8. Assist with preparation of papers for the Investment & Funding Committee and other meetings.
9. Organise events and meetings.
10. Other duties as required.

KEY SELECTION CRITERIA

Qualifications or specialist requirements

Essential

1. A tertiary qualification in a related discipline would be highly desirable.

2. Experience in providing administrative and project support in a team environment.
3. Experience in writing and editing reports and other materials and preparing well designed external communications.
4. Experience in data management using CRM databases and Excel. Specific experience with Smarty Grants would be advantageous.
5. High level computer skills including Microsoft 365 suite of programs.

Desirable

1. Previous experience in, or exposure to/understanding of, grants and/or funding programs will be highly regarded.

Capability requirements

Personal attributes

- **Outcomes thinking** - Works with sense of purpose within the team and enables others to understand the strategic direction of the branch and organisation; Creates a sense of purpose within the team by establishing links between work and impact to the community

Meaningful outcomes

- **Innovation and continuous improvement** - Seeks opportunities for continuous improvement and ways to innovate; Offers suggestions and ideas, encourages others to do the same; Leverage on existing continuous improvement systems and procedures to improve outcomes, quality and efficiency of work; Creates space for learning and innovation by seeking for input and feedback from others

Enabling delivery

- **Project delivery** - Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required

Authentic relationships

- **Communicate with impact** - Prepares and delivers logical sequential and succinct presentations; Uses clear and concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic
- **Stakeholder management** - Takes steps to add value for the client or stakeholder; Links people with other areas as appropriate; Monitors client and stakeholder satisfaction; Constructively deals with stakeholder issues.

NEW EMPLOYEE VALUE PROPOSITION

([more information](#))



OTHER RELEVANT INFORMATION

1. This position description is an overview of the position; changes to the position should be expected – reflecting changes in VLSB+C goals and priorities, activities or position focus.
2. The salary range for this position is set out in Schedule C of the [Victorian Public Service Enterprise Agreement 2024](#).
3. The appointment will be governed by the provisions of the [Victorian Public Service Enterprise Agreement 2024](#) or, for Executives, the [Executive Officer Handbook](#) and VLSB+C relevant policies.
4. Employees are required to comply with the provisions of the [Victorian Public Sector Code of Conduct](#).
5. Appointment will be subject to abiding by our Flexible Working Procedure which defines the number of required in-office days at Level 27, 500 Bourke Street (including the 'team day' of your team) and receiving a successful outcome of the VPS pre-employment screening process, including by providing a completed VPS Pre-Employment Statutory Declaration, Misconduct Declaration and Consent Form.
6. Your appointment may be subject to a satisfactory National Police Record Check, provision of evidence of qualifications required for your position and/or a probation period.
7. Re-employment restrictions apply to former public servants who were recipients of a voluntary departure package.
8. The VLSB+C is committed to good electronic recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised electronic systems.
9. VLSB+C is committed to equal employment opportunity, ethical practice, diversity, inclusion and providing reasonable adjustments for persons with disabilities.

PRIVACY STATEMENT

The collection and handling of information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

The **Information Owner** is accountable to ensure that information in their charge is protected and is responsible for ensuring that information assets is treated in accordance with the VDPSF framework.