

FVPLS VICTORIA

POSITION DESCRIPTION

Ensure effective USE OF POSITION DESCRIPTION	
1. New appointment to this position; and/or 2. During the position holder's Performance and Development Planning and Review	
POSITION DETAILS	
POSITION TITLE	Project Officer
FULL TIME EQUIVALENT	Full Time
EBA/AWARD CLASSIFICATION AND LEVEL	N/A
REPORTING STRUCTURE	NATIONAL CONVENOR AND MANAGER STRATEGY & POLICY
POSITION DIMENSIONS (BUDGET)	None
PURPOSE - Why does this position exist?	
<p>To support the National FVLS Forum and external consultant, We AI-Li Pty Ltd, to deliver a new project under the Third Action Plan of the <i>National Plan to Reduce Violence against Women and their Children 2010-2022</i>. The aim of the project is to strengthen FVPLSs' capacity to incorporate trauma-informed approaches into their service delivery and improve outcomes and experiences for clients.</p> <p>This role will play a key part in supporting the design and implementation of a workforce training package for the 14 FVPLS organisations which We AI-Li have been engaged by the Commonwealth Government to develop.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Work collaboratively with We AI-li Pty Ltd, the National Convenor and Secretariat of the National FVPLS Forum, and FVPLS members to successfully deliver the project and its outcomes • Provide logistical and secretariat support for the management of the project including but not limited to: <ul style="list-style-type: none"> ○ Facilitate and organise meetings as required between FVPLSs and We AI-li Pty Ltd ○ Organise project governance meetings between the Department, the Secretariat and We AI-li Pty Ltd. These meetings must be at a minimum monthly in the first six months of the project, and then less frequently (at negotiated intervals) going forward ○ Provide secretariat support such as minute taking and disseminating pre and post meeting information for the above meetings ○ Provide logistical support such as venue booking as required • Undertake stakeholder engagement including through ensuring active participation, input and knowledge sharing from FVPLS members • Undertake research and analysis to contribute to the knowledge base within the Secretariat around best practice in trauma informed service delivery • Support the development of ongoing processes within the Secretariat that will establish a community of practice around trauma informed care to enable continuous improvement across the sector after the life of the project. • Support the Secretariat and FVPLS members to embed learnings from the project into the ongoing service models and collaborative mechanisms of the National FVPLS Forum and its members • Contribute to the policy and advocacy work of the National FVPLS Forum and positioning of FVPLSs as specialist Aboriginal community controlled family violence service providers and leaders in their field 	

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<p>Occupational Health and Safety</p> <p>Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.</p> <p>Proactively report on opportunities for improved health and safety.</p>	
<p>DECISION MAKING AUTHORITY</p>	
<p>All decision making within scope of responsibilities</p> <p>Recognise when to involve / escalate to Manager, Strategy & Policy, National Convenor or Deputy Convenor of the National FVPLS Forum.</p>	
<p>KEY INTERACTIONS</p>	
<p>Internal:</p> <p>National Convenor and Deputy Convenor of the National FVPLS Forum</p> <p>Manager, Strategy & Policy</p> <p>Executive Officer, Secretariat of the National FVPLS Forum</p>	<p>External:</p> <p>FVPLS members</p> <p>We AI-li Pty Ltd</p> <p>Commonwealth Ministers and Departments</p>
<p>QUALIFICATIONS</p>	
<p>Essential:</p> <p>Tertiary qualifications in a relevant discipline (i.e. community development, education, social work/psychology, business management or law).</p>	<p>Desirable:</p> <p>A Master Degree or work experience in a relevant discipline</p>
<p>EXPERIENCE</p>	
<p>Essential:</p> <p>Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways</p> <p>Experience in organising meetings and providing a secretariat function, including minute taking, record management, providing member support and other related tasks</p> <p>Experience in stakeholder management and with strong skills and ability to network and develop effective working relationships;</p> <p>Demonstrated ability to undertake project management with the ability to prioritise work and to work under pressure to meet tight deadlines;</p> <p>Highly organised, with attention to detail and ability to work collaboratively and efficiently</p> <p>Knowledge, or demonstrated ability to quickly acquire knowledge, of the Aboriginal Community Controlled,</p>	<p>Desirable:</p> <p>Experience in project management and/or performing secretariat functions in a community setting</p> <p>Experience working in organisational capacity building and/or workforce development</p> <p>Experience working with Aboriginal communities or in an Aboriginal Community Controlled Organisation</p> <p>Experience working in a community legal service, family violence service, or community development setting</p>

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<p>community legal and family violence sectors and key operational and policy issues facing FVPLSs</p> <p>Demonstrated ability to achieve results through strong influence and consultative skills.</p> <p>Willingness to travel.</p>	
TECHNICAL COMPETENCIES	
Intermediate PC skills, including strong familiarity with MS suite of tools including project management	
GENERIC COMPETENCIES	
<p>Strong written and verbal communication skills.</p> <p>Strong interpersonal and collaborative skills.</p> <p>Highly organised with ability to plan, prioritise and complete own work efficiently and accurately with minimal supervision.</p> <p>High level of initiative and drive.</p> <p>Strong attention to detail and learning and strong analytical and problem solving skills.</p>	
ACKNOWLEDGEMENT	
I acknowledge that I have received a copy of the Position Description and have read and understand its contents.	
Employee Signature: _____ Name: _____	Date: / /
HR Manager Signature: _____ Name: _____	Date: / /