

Department of Families, Fairness and Housing

Position description



Position Title:	Principal Project Officer – Aboriginal Community Engagement Lead
Position number:	DFFH/COPL/699995
Branch/Division/Team:	West Division, Office of the Deputy Secretary, Strategic Projects
Work location:	Footscray (Flexible-Hybrid)
Classification:	VPS 6
Employment status:	Full time 76 hours per fortnight / Fixed term (until April 2024)
Salary range:	Value range 1: \$129,379 – \$151,259 plus superannuation Value range 2: \$151,260 – \$173,138 plus superannuation
Position reports to	Tina Coviello, Principal Project Officer, Strategic Projects
Position contact:	Tina Coviello, Principal Project Officer m 0448 263 313 or tina.coviello@DFFH.vic.gov.au
Closing date:	Midnight Monday 10 April 2023
This is a Designated role: Only Aboriginal and Torres Strait Islander applicants are eligible to apply as per the Equal Opportunity Act 2010.	
For this role all VPS employees (and former VPS staff with extended access to the Jobs and Skills Exchange) MUST apply via the Jobs and Skills Exchange (JSE) https://jse.vic.gov.au/job-search	

Role purpose

Are you

- Passionate about community engagement and delivering outcomes for Aboriginal communities?
- Someone with demonstrated experience in successfully implementing significant government reforms in complex operating environments?
- Someone with strong knowledge of high-level application of project management approaches with evidence of having used these capabilities to ensure successful implementation of key initiatives in a human services, health or equivalent environment?

The role of Principal Project Officer – Aboriginal Community Engagement Lead will lead the design of a mechanism to identify, escalate and resolve service delivery issues across the Department of Families, Fairness and Housing and the Department of Justice and Community that impact the Aboriginal community within the Western Metropolitan region.

The role will support consultation processes to seek Aboriginal community feedback to progress deliverables related to the Joint Secretaries' Statement delivered following the West Metro Aboriginal Community Forum.

The successful applicant will have project management and Aboriginal community engagement experience, be organised, relationships-focused, and demonstrate excellent written and verbal communication skills, collaboration and innovation.

Department of Families, Fairness and Housing

The Department of Families, Fairness and Housing has a dedicated focus on the community wellbeing and the social recovery of Victoria. The Department is working to deliver important work started before the pandemic, while building on opportunities it has presented to lead bold and innovative reform.

We work to create equal opportunities for all Victorians to live safe, respected and valued lives. We lead policies and services dedicated to community wellbeing by empowering communities to build a fairer and safer Victoria.

The Department includes Child Protection, Prevention of Family Violence, Family Safety Victoria, Homes Victoria, Housing and Disability and Seniors and Carers. The Department is also responsible for the key portfolios of Multicultural Affairs, LGBTIQ+ communities, Equality, Veterans and of offices of Women and Youth, enhancing the alignment with policy areas and portfolios focusing on the recovery and growth of our diverse communities. The Department also supports Victorian Disability Workers Commission and Respect Victoria.

We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly, and we actively encourage job applications from Aboriginal and Torres Strait Islander people, people living with disability, LGBTIQ+, veterans and people from varied cultural backgrounds.

Community Operations and Practice Leadership Division

The Community Operations & Practice Leadership Division (COPL or the Division) provides a dedicated portfolio focus on children and families, housing and disability and provides services directly to Victorians.

The Division is responsible for implementing operational policy and funding frameworks for child and family support services, housing and disability services. It leads work to better understand and respond to the needs of our clients and services, and to deliver effective services for the community across the whole of Victoria. The Division works with clients, service providers and other government partners to co design more connected end-to-end client journeys to make services easier to navigate, sequence service interventions more effectively, build individual and family capability, focus on child development, and preserve and reunify families wherever possible.

The Division also manages critical incidents and assures child safety in a range of government and non-government services. It oversees the implementation of policy into operational service delivery to enable healthy, safe and strong communities by addressing the needs of Victorians across the continuum of health and human services care.

The Division also monitors and analyses statewide service delivery standards and performance, provides practice leadership and fosters continuous improvement in service delivery.

Office of the Deputy Secretary

The Office of the Deputy Secretary is responsible for providing high-level and expert executive advice and support on a broad range of issues and projects within the Operations portfolio. It undertakes executive-level project work and is pivotal in prioritising and progressing urgent matters on behalf of the Deputy Secretary. The Office also works closely with the central programs to deliver support and advice on business improvement opportunities and the implementation of program and process changes.

The Office is responsible for the oversight and monitoring of the Care Services system through the Care Services, Strategic and Operational Support Unit and the Carer Support Help Desk. The Office is also responsible for delivering Child and Family Strategy and priority projects.

Key accountabilities

Operating at value range 1, you will:

1. Plan, monitor and report on the implementation of projects, in accordance with organisational frameworks, project management methodologies and reporting controls.
2. Identify emerging issues, risk and trends impacting on successful delivery and manage sensitive and complex negotiations across stakeholders to effectively resolve identified issues.
3. Pro-actively build and maintain effective partnerships between DFFH, DJCS and key stakeholders and facilitate the flow of information and engagement across the government and with key external stakeholders.
4. Maintain an understanding of relevant legislative and policy reform directions that intersect with and are relevant to project delivery.
5. Lead committee, community consultation and governance processes to support implementation of projects as required.
6. Prepare and present detailed, comprehensive reports and briefs on complex matters relevant to the implementation of projects as required.
7. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
8. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
9. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Operating at value range 2, you will perform all the above together with increasing involvement to:

1. Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
2. Provide leadership and guidance based on advanced expertise.
3. Contribute advanced expertise and knowledge to benefit strategic planning and organisation/sector-wide outcomes.
4. Manage a range of projects/functions each with increased budget, staff responsibilities or strategic importance.
5. Respond productively to deliver solutions and outcomes in an organisational environment complicated scale, heterogeneity and complexity.

Key selection criteria

Knowledge and skills

1. Problem solving: seeks all relevant information for problem solving; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and

proposes workable solutions to problems; implements solutions, evaluates effectiveness and adjusts actions as required.

2. Stakeholder management Identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships; identifies and responds to stakeholder's underlying needs; uses understanding of the stakeholder's organisational context to ensure outcomes are achieved; find innovative solutions to resolve stakeholder issues.
3. Project management: consults, liaises with and influences key stakeholders; produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified; monitors performance against objectives and manages project risks and issues; ensures project objectives are met.
4. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

Personal qualities

1. Creativity and innovation: generates new ideas, draws on a range of information sources to identify new ways of doing things, actively influences events and promotes ideas, translates creative ideas into workplace improvements, reflects on experience and is open to new ways to improve practice.
2. Relationship Building: establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimizes surprises.
3. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.
4. Conceptual and Analytical Ability: deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.

Qualifications

- A tertiary qualification in a related field would be advantageous.

Values and behaviours

The Department of Families, Fairness and Housing employees are required to demonstrate commitment to:

The public sector values and behaviours – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

Recordkeeping – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement 2020*. For further information refer to [Department of Treasury and Finance](https://www.dtf.vic.gov.au/home) (<<https://www.dtf.vic.gov.au/home>>).

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. An executive delegate must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.

Individuals who have received an Early Retirement Package (ERP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria's emergency management arrangements. As part of a whole-of-government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department provides and maintains a safe working environment that does not risk the health of its employees.

Pre-employment checks

All appointments require reference checks, national criminal records checks and pre-employment misconduct screening. Some positions also require a Working with Children Check and screening through the Disability Worker Screening List.

Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide an international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search.

Pre-employment checks may include checking whether an applicant's name is on the Disability Worker Screening List. This incorporates:

- the Disability Worker Exclusion List which includes names of persons unsuitable for employment as a disability support worker in a disability residential service provided, funded or registered by the Department of Families, Fairness and Housing.
- the National Disability Insurance Scheme Quality and Safeguards Commission which has compliance and enforcement actions, including banning orders
- the Victorian Disability Worker Commission prohibition orders.

Vaccination Requirements Policy

The department is committed to providing and maintaining a working environment that is safe and without risk to the health of its workers and clients. The department may require its employees to be fully vaccinated against preventable diseases such as the current coronavirus (COVID-19). The department's [COVID-19 Vaccination requirements policy](#) (Word) outlines the requirements for existing employees, other workplace participants and prospective employees. Subject to exceptions, only employees or other workplace participants with up-to-date vaccination status (see definitions section of the policy) against COVID-19 and who provide evidence of their Vaccination Status are permitted to work for the department outside their

ordinary place of residence. For this role, you are required to submit proof of vaccination prior to commencement. Please refer to the above link for more information.

Further information

For enquiries regarding the position please phone the contact on the position description. If you experience difficulties in applying online, please contact HR Services/Workforce Services via email at CSODWorkforceServices@dffh.vic.gov.au

DFFH values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such, the DFFH offers reasonable adjustments for applicants with disabilities on request at CSODAboriginal&DiversityWorkforce@dffh.vic.gov.au

For further information visit ['About the Department' on Department of Families, Fairness and Housing](http://www.dffh.vic.gov.au/about) <www.dffh.vic.gov.au/about>.

To receive this document in another format email [<csodworkforceservices@dffh.vic.gov.au>](mailto:csodworkforceservices@dffh.vic.gov.au)

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.