



Position Description

Position:	FIRST NATIONS PROJECT OFFICER (WORKFORCE VACANCIES PROJECT)
Program/s:	Aboriginal Program (DWP) and Corporate Team
Reports to:	Program Manager
Hours:	0.8 FTE, Fixed Term, 12 months
Classification:	as per SCHCADS Award

OUR VISION

Safety, equality
and opportunity
for all people

OUR MISSION

To promote respectful relationships
through services which enhance the
safety, autonomy and wellbeing of all
women and children

OUR VALUES

The organisation works from a
feminist perspective and
values: Innovation, Integrity,
Respect and Trust

TURNING POINT: our collective spirit

RESPECTIVE SUPPORTIVE INCLUSIVE CULTURALLY SAFE STIMULATING FLEXIBLE

More of: Directness, Forgiveness, Trust, Tolerance, Acceptance

Less of: Negativity, Taking things personally, Assumptions, Undermining

BUILDING BETTER ORGANISATIONS

MAKING OUR CULTURE VISIBLE

The four pillars: Empathy, Clarity, Engagement and Learning

Understanding and use of all processes and tools relating to the BBO Quality Improvement Project

Participating in the BBO processes to ensure client needs are met with a healthy and sustainable workforce.

About WRISC:

WRISC Family Violence Support Inc. is a not-for-profit organisation funded in the main by the Department of Families, Fairness and Health. WRISC provides a range of services for women and children living in or escaping from situations of family violence. Services include information, referral, advocacy, support, women's and children's support groups and children's counselling. WRISC offices are located in Ballarat and Bacchus Marsh and services are offered across the Central Highlands region of Victoria including the shires of Ballarat, Hepburn, Moorabool, Pyrenees and Golden Plains. Services are provided on an outreach basis (including outreach offices and home visits) and at the WRISC office. WRISC is a member of the Central Highlands Integrated Family Violence Committee, and our services are delivered within an integrated service system working closely with police, courts and other agencies. WRISC is an inclusive employee and welcomes applications from people of diverse backgrounds who identify as women.

Position Context:

The Workforce Vacancies Project is 1 of 4 pilot programs being implemented across the state. It has been established to build capability in the sector and is focused on recruitment and retention of First Nations people. The project officer will work in partnership with BADAC (Ballarat and District Aboriginal Coop) and Ballarat CASA (Centre Against Sexual Assault) to increase employment of First Nations people across the Family Violence (FV) and sexual assault (SA) sector within the Central Highlands (CH) region, through developing whole of workplace responses to attracting and retaining skilled First Nations staff.

POSITION DESCRIPTION

Project Officer (Workforce Vacancies Project)

Objectives:

MAIN DUTIES AND RESPONSIBILITIES

1. Stakeholder Engagement

- Work alongside BADAC to support WRISC with the implementation of a cultural audit and cultural training
- Collaborate with Deakin University Social Work program to address student pathways and 'ready for work' placement and exposure opportunities in the workplace
- Liaise with partner organisations to explore their needs and build their understanding of First Nations employment and supervision requirements and build their capability to attract and retain skilled staff
- Facilitate opportunities for learning with all stakeholders, regarding how to remove barriers and become an employer of choice for First Nations people
- Develop pathways that remove barriers to access education and embed defined pathways for tertiary level students to gain exposure into the FVSA workforce
- In collaboration with project partners, develop a response to providing culturally appropriate supervision that includes an intersectional specialist lens to support the FVSA sector.
- Liaise with and support all teams at WRISC to build an organisation wide understanding of how best to attract and retain First Nations staff
- Work within WRISC and other project partners to build staff capability to develop and embed culturally appropriate programs and services
- Build strong relationships with partner organisations, and provide effective leadership on behalf of WRISC relating to the Aboriginal Program and First Nations people in Ballarat
- Champion respect for diversity and the importance of culturally appropriate behaviours within and beyond the organisation

2. Resource Development

- Develop a model that underpins a First Nations-led framework within a mainstream organisational structure, to attract and support First Nations workers and address the gaps and challenges with maintaining employment in mainstream organisations
- Work with the corporate and leadership teams to develop resources that enhance WRISC's ability to recruit and retain First Nations staff, specifically in the WRISC Aboriginal Program.
- Develop specific policies and procedures to ensure cultural safety and support for First Nations people and for staff working in the Aboriginal Program
- Consider existing service delivery evaluation processes and use collated data and report findings to develop and implement refreshed approaches to culturally appropriate service delivery
- Ensure the application of extensive First Nations history, relevant legislation, models of intervention and standards of practice, into the development of frameworks and resources

3. Project Management

- Overall responsibility for the development and implementation of all project activities and project outcomes, including but not limited to: Project plan, budget, reporting and overall evaluation
- Complete acquittals and evaluation as required for the project in collaboration with project partners, Leaders and the Program Manager
- Ensure the project deliverables are achieved, including but not limited to: development of policies and procedures, cultural audit completed, training delivered

4. Teamwork and Communication

- Maintain a professional manner in all aspects of communication with stakeholders and the broader community
- Work independently and exercise a degree of autonomy
- Demonstrate sound decision-making ability in areas of responsibility
- Foster and promote a positive image of WRISC to clients and members of the community through professional standards of personal presentation, behaviour and accountability
- Support and champion the organisation's strategic vision, values and directions and associated team goals and priorities
- Model the Building Better Organisations (BBO) principles in all aspects of work

5. Continuous Improvement

- Participate in and contribute to quality improvement activities and ensure own work meets quality standards
- Contribute to the identification of occupational health risks and hazards, and a safe work environment
- Identify and report any risks in the work context
- Employ and model solution focused thinking in every aspect of the role
- Lead the ongoing development of culturally appropriate service delivery models and practice approaches for working with women and children affected by violence

6. Personal and Professional Development

- Develop and maintain self-care strategies utilising supervision and available organisational support
- Identify training and upskilling requirements and reach out to the team for support as needed
- Actively participate in training, workshops and meetings
- Actively participate in regular supervision and performance appraisal processes

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KEY SELECTION CRITERIA

Qualifications and Experience

1. Tertiary qualifications in social work or community service desired but not essential
2. Understanding of and experience working within the community services and/or family violence sectors
3. Experience in project work is essential
4. Experience with and a strong understanding of First Nations culture and barriers to education and employment in the health and welfare sector

Skills and Capabilities

1. Demonstrated high level stakeholder engagement, including advanced interpersonal and communication skills
2. Project administration skills, including capability to develop project plans and deliver to outcomes using excellent time management
3. Capability to develop policies, procedures and other professional documents relating to the education, employment and support of First Nations people
4. Demonstrated ability to work collaboratively across multiple stakeholders and to work autonomously to achieve project milestones

Conditions of Employment

- Applicants are required to participate in satisfactory pre-employment screening including reference checks, a criminal records check (entails proof of identity), working with children check and proof of qualifications and experience
- A current Victorian driver’s licence is required for this role
- Employment is subject to a six-month probationary period
- Applicants are required to declare any illness or injury that may preclude them from completing the inherent requirements of the role
- Terms and conditions of employment are based on the Social, Community, Home Care and Disability Service Industry Award 2010
- Hybrid working (working from home) may be available for this role

Description of Work Activities /Environment

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographical and office locations and other settings (e.g. schools).	Occasionally
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan or shared office space.	Daily
	Work in a suitable designated work/study area with adequate environmental considerations at home	Occasionally

	Sit at a computer or in meetings for extended periods.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Daily
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasionally
	Participate in team development/building activities.	Regular
	Fluorescent lighting.	Daily
Manual Handling	Undertake minimal manual handling such as lifting of equipment which would be of varying weight and size (e.g. child car seats, books and resources).	Regular
Administrative tasks	Computer work, filing, participate in meetings, concentrating for long periods of time.	Daily
Technology	Use technology including photocopier, telephones, mobiles, fax, laptop, projectors, televisions, video, electronic whiteboards, security and duress alarm systems.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasionally
	Use public transport including trains, buses, trams and taxis.	Occasionally

WRISC Family Violence Support Inc. employs only women as permitted under S.28 of the Equal Opportunity Act 2010

Full name:

Signature: **Date:**

Line Manager: **Date:**

Return a copy to the Business Operations Manager