**Western Australian Council of Social Service**

**Position Description**

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| Position Title | Manager – Special Projects |
| Classification Level | SCHADS Industry Award 2010WACOSS Staff Agreement Salary Scale – Level 5 **(Between 101,455 and $105,502 per annum)**  **Full time fixed term contract until 30 June 2021.** |
| Reporting line (operational) | Deputy Chief Executive Officer |

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| **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. |

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| **KEY PURPOSE:**  Working with the Executive and Social Policy Teams, the Manager Special Projects (MSP) will oversee and implement key externally-funded projects that engage and facilitate input from key stakeholders into the design of programs, measurement of outcomes and good practice service delivery across the community services sector in WA.  Working with the Department of Health to implement the findings of the Sustainable Health Review (SHR), the MSP will seek input from key stakeholders on the application of the whole of government Outcomes Framework to the social determinants of health and help develop appropriate outcome targets and measures.  Working with the Australian Centre for Child Protection, Parkerville and the Pursuit of Excellence (POE) Team, the MSP will establish Sector Advisory and Aboriginal Leadership Groups, and engage frontline staff delivering therapeutic responses to abuse-related childhood trauma to undertake workforce development and participate in a virtual community of practice. The MSP will also help facilitate the co-design and development of a best practice therapeutic response for complex trauma with a specific focus on Aboriginal children. |

**KEY RESPONSIBILITIES:**

| Project Management | * Facilitate and contribute to Project planning and reporting * Form and convene a POE Sector Advisory Group and Aboriginal Leadership Group * Provide secretariat support to the advisory and leadership groups as needed * Establish and maintain mechanisms for Project partner and group communication, sharing of information and other resources * Continue to network and build positive relationships with relevant Project stakeholders and other decision makers * Assist and support the virtual community of practice * Other contract, financial and administrative management duties as required |
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| Consultation and  Co-design | * Working with the POE and SHR teams, design and implement appropriate sector engagement and co-design processes to achieve Project outcomes * Assist with the logistics of consultation and co-design processes, including: * Engagement with organisational leaders and frontline service staff * Facilitate consultation and co-design workshops * Document and report on workshop discussions and outcomes * Develop and share communications and project updates to key stakeholders * Contribute to the development of the Outcome Measurement Framework and specific relevant targets and measures of the social determinants of health * Promote and facilitate access to training and workforce development opportunities in trauma-informed practice for frontline staff * Present and represent the Projects in forums and sector networks as directed |
| Social policy and advocacy | * Using the emerging findings of the research, develop strategies to influence policy and practice as per the directions of, and in collaboration with, the Project partners * Facilitate community services and public sector understanding of the social determinants of health and of therapeutic practice for complex childhood trauma. * Present and represent the Projects in forums and sector networks as directed |
| WACOSS | * Participate in team meetings, the development of strategic and operational plans and other internal processes as required * In accordance with the Performance Development Planning and Review Policy, develop a Work Plan that aligns activities and tasks with WACOSS strategic priorities * Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work * Demonstrate commitment to WACOSS Mission, Purpose and Values |
| Other duties | Other tasks as appropriate, relevant and directed |

### SELECTION CRITERIA:

**Essential**

### Experience and knowledge

### Experience working within the community service sector at senior management level

### Understanding of issues of the social determinants of health and complex childhood trauma

* Knowledge of a co-design approach to research, practice, and related methodological strategies

### Knowledge of current government and non-government directions in relevant social policy and trends in service delivery

* Experience in working with a broad range of stakeholders, including senior government and not-for-profit managers, frontline therapeutic staff, Aboriginal service providers, and researchers

### Attributes and skills

* Excellent interpersonal, relationship building and stakeholder management skills with the proven ability to engage with academic and professional stakeholders
* Considerable facilitation skills in consultation and co-design processes

### Highly developed written and verbal communication skills, including demonstrated ability to produce quality reports, submissions, and plans

### Ability to work independently, flexibly and use initiative to problem solve

### Excellent computer, organisation and administration skills

### Other

### Relevant tertiary qualification

### Current Police Clearance and WA driver’s license

### An ability to support and operate within the WACOSS Mission, Purpose and Values

### Desirable

### Knowledge of community service delivery providers and stakeholders

* Post graduate tertiary qualification