



Position Description

Position title:	Project Manager (Special Projects)
Location:	Paddington, Brisbane
Employment status:	Full-time position for a 12 month period commencing in December 2016 Position may be filled via secondment or appointment to a salaried position
Salary:	Negotiable Informed by current salary level and employment conditions of the successful applicant

Organisational context/ environment

PeakCare Queensland Inc. (PeakCare) is a peak body for child and family services in Queensland. PeakCare is a registered charity and operates as a not-for-profit organisation with a membership base comprising around 60 Members. These Members are a mix of small, medium and large, local, statewide, national and international mainstream and Aboriginal and Torres Strait Islander non-government organisations. Member organisations provide prevention and early intervention responses; training, supervision and support to out-of-home carers; and generic and intensive support to children, young people, adults, families and communities. Most PeakCare Members provide child protection and out-of-home care services (e.g. foster and kinship care, residential care, supported independent living services) to children and young people subject to statutory child protection intervention and their families.

In addition, PeakCare's membership includes a network of around 25 registered Supporters. These are individuals and other entities supportive of PeakCare's policy platform about the safety and wellbeing of children and young people, and the support of their families.

Whilst primarily funded by successive Queensland governments that have recognised the value of having an independent peak body with whom to negotiate and liaise, PeakCare is also financially assisted in meeting our objectives through membership fees and fees for a range of activities provided by the organisation.

Governance

In keeping with PeakCare's Constitution, the organisation's governance and strategic directions are guided and monitored by a Board comprised of elected representatives from our Member organisations.

PeakCare's vision, values and beliefs, and strategic intent for the period 2016 to 2020 are as follows:

Our vision:

Safe and well children –
Safe and well families

Our beliefs and values:

- Leadership, integrity and courage
- Respect and inclusiveness
- Independence, interdependence and impartiality
- Reconciliation that honours First Peoples of the Land and their right to self-determination

Our strategic intent 2016 to 2020:

Thought leadership

To improve informed leadership within the child protection system through building and sharing knowledge and promoting innovation

Advocacy

To be a strong independent voice informed by research, evaluation and evidence to influence and achieve better outcomes for children, young people, families and communities

Profile

To effectively engage and influence dialogue about family support and child protection within all Queensland communities and across government and non-government sectors at local, state and national levels

Sustainability

To increase membership and diversify income sources to meet expectations and deepen our sphere of influence

Activities

Key sets of activities performed by PeakCare include those associated with:

1) Intelligence gathering and acquisition activities undertaken to:

- ascertain the current state of the child protection service system's capability and capacity to benefit service users (i.e. children, young people, their families and communities), and
- identify factors (either system strengths that can be built on or constraints) impacting the system's capability and capacity

Activities may include:

- consultation and engagement of non-government organisations and other stakeholders (including service-users themselves) either initiated by PeakCare or co-facilitated by PeakCare on behalf of or in partnership with other stakeholders
 - gathering and/or initiation of research relevant to the capability and/or capacity of the service system to benefit service users, and
 - analysis of relevant policy, service and program descriptions including their 'logic', practice trends and the functionality of the service system in relation to its capability and/or capacity to benefit service users
- 2) (Informed by the intelligence gathering and acquisition activities described above), activities aimed at influencing the maintenance or improvement of the services system's capability and capacity to benefit service-users including:
- participation in government initiated consultative and decision-making forums established for purposes of developing, planning, monitoring and reviewing strategies that best respond to the accumulated 'intelligence' and achieve the maintenance or improvement of service system capability and capacity including, but not limited to, strategies relevant to recommendations of the Carmody Child Protection Commission of Inquiry
 - preparation and lodgement of submissions and the delivery of advice to a range of inquiries (eg. Royal Commission into Institutional Responses to Child Sexual Abuse, various Federal and State Parliamentary Committees) where the matters under examination are of relevance to the capability and capacity of the child protection service system to benefit service-users
 - participation in non-government sector initiated and/or led activities aimed at addressing factors impacting the services system's capability and capacity to benefit service users, and
 - deployment of broad and targeted public education activities (via, for example, social and mainstream media) aimed at influencing public opinion, values, attitudes and behaviours
- 3) Activities associated with leading, co-leading or participating in prioritised projects designed to address specific matters relevant to the maintenance or improvement of the service system's capability and capacity to benefit service users including the communication and dissemination of information and the promotion of whole-of-organisation and/or individual learning and professional development.

Position specification

Purpose of the position

- To exercise a leadership role on behalf of PeakCare in managing the planning, coordination, delivery, regular review and evaluation of a State-wide service improvement project, in accordance with the contracted specifications of the project in relation to its purpose, methodology, deliverables and time frames

Outcomes sought from the position

- A well-maintained documented record of:
 - strategies and action plans that are consistent with the project brief and clearly articulate and convey to stakeholders the logic driving various stages of the project; time-framed steps to be undertaken at each stage of the project; linkages that exist between stages of the project; and a clearly stated designation and allocation of agreed-upon roles, responsibilities of these roles and tasks to be performed in accordance with these responsibilities
 - identified risks to the project achieving its purpose and the deliverables being sought from the project; strategies planned to eliminate or reduce these risks and their potential impact; an evaluation of the effectiveness of these strategies and, if necessary, negotiated variations to the project brief and/ or project strategies intended to manage actual or potential risks, and
 - the progress of the project, the achievement of its purpose and attainment of its deliverables at key stages as stipulated within the project brief
- Skilful management of the project and the delivery of results that are consistent with the project brief and which lead to improved outcomes for children, young people and their families
- Effective engagement of, and recognition by, PeakCare Members, government and non-government service partners, interest groups and other stakeholders of PeakCare's expertise and credibility in managing projects of a complex nature.

Minimum qualifications and experience

- Possession of a degree from a recognised tertiary Institution in the social sciences or a related discipline
- Previous appointments, service and/ or study combined with high-level experience and competence in leading and managing complex policy, practice and/or service development projects in the field of child protection or related human services
- A current 'C' Class Drivers' licence is required

It is noted that the Project Manager (Special Projects) will be required to regularly travel to regional locations throughout the State during the course of the project. This may entail overnight or longer stays in these locations.

Accountability

The Project Manager (Special Projects) will report and be accountable to the Executive Director, PeakCare.

Terms of employment

The position may be filled via secondment of a government or non-government agency employee to PeakCare in accordance with terms negotiated between PeakCare and the secondee's employer.

Alternatively, the Project Manager (Special Projects) may be appointed on a full-time basis for a twelve-month period to a salaried position within PeakCare.

Salary and employment conditions

Salary level is negotiable.

In the event that a person is seconded to the position, the negotiation of the salary level will be undertaken in a manner that takes account of the person's current salary level and employment conditions.

In respect of those who may be seeking appointment on a full-time basis to a salaried position for a period of 12 months, it is noted that the position is valued at Level 8 – Social, Community, Home Care and Disability Services Award (Social and Community Services Employees). However, the negotiation of a salary level will also take into account the person's current and previous salary level and employment conditions. It is noted that, in respect of salaried staff, PeakCare makes an employer superannuation contribution of 9% in keeping with government regulation plus an additional 1% which may be periodically reviewed and made subject to the availability of funds.

Where duties of the position require additional hours to be worked, time in lieu provisions will apply.

An initial probationary period of three months will apply during which the Project Manager (Special Projects) will be required to successfully complete a performance appraisal based on the position's key performance criteria.

All PeakCare positions are subject to the availability of government funding.

Key responsibilities

- To develop and maintain specialist and technical knowledge of current legislation, policy, practice and program trends and issues relevant to the implementation of a contemporary framework for the delivery of out-of-home care and associated services for children and young people within Queensland
- To provide authoritative specialist analysis and advice, both verbally and in written form, concerning current or emerging policy, program and/ or practice trends and issues relevant to the implementation of a contemporary framework for the delivery of out-of-home care and associated services for children and young people within Queensland

- To exercise managerial control in planning, coordinating, regularly reviewing and, where required, evaluating and reporting on a complex State-wide project including the:
 - development of appropriate project methodology
 - use of critical analysis and professional problem-solving
 - application of proven project management techniques, and
 - incorporation of strategies for the engagement and constructive involvement of out-of-home care service providers, relevant stakeholders from both government and non-government sectors and other interest groups including children, young people and their families as current or previous services-users, in the planning, conduct and regular reviews of the project
- To produce written information in a wide range of formats (such as project and action plans, project progress reports, briefing papers, information papers, fact sheets, training and resource materials) that may be adapted in ways that best suit and meet the specific needs of a diverse range of target groups
- To engage in verbal and, where required, 'on-line' communication with large and small groups of stakeholders and interest groups for purposes ranging from facilitating their participation in workshops and similar forums, chairing meetings, seeking advice or negotiating agreements through to the supply and delivery of whole-of-organisation and/or individual training and professional development activities
- To prepare, monitor and, if required, seek amendments to the project budget, for approval by the Executive Director
- To coordinate and/or supervise, when required, designated activities allocated to other PeakCare staff members, contractors and/or consultants who may be periodically engaged in performing roles and tasks associated with the project being managed by the Project Manager
- To positively represent PeakCare and promote the organisation's expertise and credibility:
 - during relevant local, regional and state forums
 - with individuals, groups and organisations in the government, non-government and private sectors, and in the public arena
- To perform other duties associated with the administration and delivery of the organisation's services, as directed by the Executive Director.

Selection criteria

- 1) Demonstrated specialist and high-level technical knowledge of legislation, policies, programs, practices, trends and issues relevant to child protection and related services including those relating to the disproportionate representation of Aboriginal and Torres Strait islander children, young people and families, and high-level understanding of the implications of these matters on service delivery and system improvements within and across government and non-government sectors within Queensland

- 2) Proven high-level proficiency in researching, planning, leading, implementing and reviewing projects of a complex nature undertaken for purposes of achieving policy, practice, program and/or human service delivery improvements or reforms
- 3) Demonstrated high-level writing skills including an ability to:
 - produce well-structured project plans and other reports that clearly analyse, explain and communicate matters of a complex nature
 - tailor the use of language, formatting and writing styles to appropriately 'match' the purposes of various types of written reports to the needs of their intended recipients, and
 - accurately and clearly formulate and document reports (such as briefing papers) at short notice and to tight deadlines, when required
- 4) Demonstrated high-level interpersonal and verbal communication skills including an ability to discuss, collaborate, consult and negotiate with:
 - personnel at all levels within the organisation and other non-government and government organisations
 - elected government officials and their staff
 - representatives of other peak body and interest groups, and
 - children, young people and members of their families who may have or have had involvement with various aspects of the child protection system
- 5) Demonstrated high-level proficiency in independently:
 - managing projects of a complex and significant nature within budgetary constraints
 - providing authoritative specialist advice within a designated field of expertise, and
 - exercising judgement and delegated authority in negotiating and making decisions on behalf of an organisation

Application details

Applicants MUST address the selection criteria.

Written expressions of interest in the position must be no longer than four (4) to five (5) pages and be submitted with:

- a current resume, and
- names of two (2) professional referees, their position titles and contact details (business and after hours phone numbers)

Closing date:

Expressions of interest must be received by no later than 10am Wednesday 9th November 2016.

Further information:

Requests for further information may be directed to Lindsay Wegener, Executive Director, PeakCare Queensland Inc., PO Box 159, PADDINGTON QLD 4064, or (Ph: (07) 3368 1050; Email: lwegener@peakcare.org.au).

Submission of expressions of interest:

Expressions of interest may be:

- posted in an envelope marked 'Private and Confidential' to the Executive Director, PeakCare Queensland Inc., PO Box 159, PADDINGTON QLD 4064, or
- emailed to lwegener@peakcare.org.au