



## Senior Project Officer, Strong Families, Our Way

Key Position Information	
Job Title	Senior Project Officer, Strong Families, Our Way
Business Unit	Strong Families, Our Way
Location	Marrickville or Dubbo
Reports to	Project Manager, Strong Families, Our Way
Status	Fixed Term, Full Time (35 hours / week)
Level	SCHADS Level 4
Financial Delegation	Nil
Direct Reports	Nil

About AbSec
<p>AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.</p> <p>AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.</p> <p><b>Our Vision</b>            Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.</p> <p><b>AbSec Principles</b></p> <ul style="list-style-type: none"> <li>▪ <b>Acknowledgement and respect</b> – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action</li> <li>▪ <b>Professionalism and integrity</b> – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports</li> <li>▪ <b>Self-determination</b> – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do</li> <li>▪ <b>Independence and solutions focused</b> – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them</li> <li>▪ <b>Transparency and commitment</b> – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity.</li> </ul>

## **About Strong Families, Our Way Project**

Strong Families, Our Way (SFOW) focuses on strengthening sustainable, community-led structures of self-determination in the Aboriginal child and family system in NSW. The aim of this Project is to invest in strong and thriving community pathways to reduce over-representation in child protection by resourcing Aboriginal-led decision making in the oversight of child and family system processes, design and practices. The intent is to support a local voice for Aboriginal communities in relation to child protection – enabling system design that supports an avenue for local cultural knowledge, advice and oversight. Aboriginal standards, expectations and experiences are imperative to achieving better outcomes for Aboriginal children, families and communities, in alignment with Closing the Gap socio-economic outcome 12 - By 2031, reduce the rate of over-representation of Aboriginal and Torres Strait Islander children in out-of-home care by 45 per cent.

The Project Team will also explore other opportunities to expand self-determination in the child and family system. These opportunities can include building the capacity and networks of the Aboriginal Community Controlled Mechanisms (ACCMs) to ensure communities are well placed to influence wider systemic mechanisms; or projects such as designing holistic child and family service models, led by Aboriginal organisations. The Project Team with community, government and non-government stakeholders to identify opportunities.

Strong Families, Our Way has two parts:

1. Aboriginal Community Controlled Mechanisms (ACCMs)
2. Self-determination in the design of the NSW child and family system.

### **Aboriginal Community Controlled Mechanisms (ACCMs)**

Aboriginal Community Controlled Mechanisms (ACCMs) are one of the four key enablers that underpin the Aboriginal Case Management Policy. The primary focus of Strong Families, Our Way Project is the co-design and formation of new or strengthening of existing Aboriginal Community Controlled Mechanisms (ACCMs). ACCMs are local community-led bodies which provide support and oversight over the NSW child and family system from the perspectives of local communities. They are independent of government and accountable to their communities, and they work in partnership with government and non-government organisations to improve outcomes for Aboriginal children, young people and families.

ACCMs are an avenue for local cultural knowledge, advice, and oversight to be incorporated into the child and family system. They can also help to reduce the number of Aboriginal children being removed from their families by providing support and resources to families in need.

### **Self-determination**

The Project Team also explores other opportunities to expand self-determination in the child and family system. These opportunities can include building the capacity and networks of the Aboriginal Community Controlled Mechanisms (ACCMs) to ensure communities are well placed to influence wider systemic mechanisms; or projects such as designing holistic child and family service models, led by Aboriginal organisations. The Project Team will partner with community, government and non-government stakeholders to identify these opportunities.

**Role Purpose**

The Senior Project Officer manages and coordinates the development, implementation, and evaluation of the Strong Families, Our Way project to achieve project outcomes and support the achievement of organisational objectives.

**Position Requirements**

- This is an identified position for Aboriginal and Torres Strait Islander People authorised under Section 14(d) of the Anti-Discrimination Act 1977. In the event that there are no suitable Indigenous applicants, applications from non-Indigenous applicants will be considered.
- Demonstrated experience in community engagement in an Aboriginal community context.
- Demonstrated project management skills including well developed time management and ability to plan workload, prioritise and meet deadlines.

<b>Function</b>	<b>Key Accountabilities</b>
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Contribute to the design, development, implementation, and monitoring and evaluation of strategies, projects and initiatives for the Project team.</li> <li>▪ Lead specific components of work, such as supporting key stakeholder relationships, projects and initiatives.</li> <li>▪ Contribute to the development and implementation of improved systems, processes and programs to grow and improve the effectiveness of the Project team's connections and partnerships with the Aboriginal community, government and non-government agencies and other stakeholders.</li> <li>▪ Provide a range of project management and support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure customer and stakeholder partnership projects are achieved on time, on budget and to the quality standards required.</li> <li>▪ Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.</li> <li>▪ Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans.</li> <li>▪ Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.</li> <li>▪ Undertake research and analysis to identify issues and trends to inform the establishment and maintenance of customer and stakeholder partnerships.</li> </ul>
<b>Organisation Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with managers and team members to achieve AbSec's project objectives.</li> <li>▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.</li> <li>▪ Comply with AbSec Policies and Procedures.</li> <li>▪ Participate in organisational and professional development activities as directed.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>

<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Chief Executive Officer and Directors.</li> <li>▪ Project Manager</li> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Community engagement project team to contribute to directions and implementation activities on organisational objectives.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies.</li> <li>▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives.</li> </ul>
--------------------------	--

<b>Selection Criteria</b>
<p><b>The occupant of this position will be able to demonstrate the following criteria:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated commitment and capacity to promote the rights, interests and aspirations of Aboriginal people.</li> <li>▪ Demonstrated experience in community engagement in an Aboriginal community context.</li> <li>▪ Excellent interpersonal, written and oral communication skills with the ability to build effective relationships with Aboriginal peoples and communities and to collaborate to achieve their objectives.</li> <li>▪ Effective project management skills with well-developed time management skills to plan workload, prioritise and meet deadlines.</li> <li>▪ Demonstrable personal drive, integrity and capacity to work in a team.</li> <li>▪ Strong administrative skills with excellent knowledge of Microsoft programs.</li> <li>▪ Understanding and commitment to the effective implementation of Workplace Health &amp; Safety and Equal Employment Opportunity practices.</li> <li>▪ Travel within NSW is required for this position.</li> </ul>

<b>Practical Requirements</b>
<ul style="list-style-type: none"> <li>▪ A 'C class' driver's licence is essential.</li> <li>▪ The preferred candidate will be engaged on a fixed term contract.</li> <li>▪ Work outside of the normal hours of duty and some business travel may be required.</li> <li>▪ Employment will be subject to a National Police Clearance and an NSW Working With Children Check.</li> <li>▪ This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.</li> <li>▪ Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.</li> <li>▪ This is an identified position for Aboriginal and Torres Strait Islander People authorised under Section 14(d) of the Anti-Discrimination Act 1977. In the event that there are no suitable Indigenous applicants, applications from non-Indigenous applicants will be considered.</li> </ul>