**Wathaurong Position Description**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Executive Manager Family Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>62 Morgan Street North Geelong</td>
</tr>
<tr>
<td>Unit</td>
<td>Family Services</td>
</tr>
<tr>
<td>Classification</td>
<td>Executive Leadership</td>
</tr>
<tr>
<td>Award</td>
<td>MA000100, Social, Community, Home Care and Disability Services Award</td>
</tr>
<tr>
<td>Reports to</td>
<td>Chief Executive Officer</td>
</tr>
</tbody>
</table>
| Direct Reports   | Manager – Family Services (Family Violence)  
                      Manager – Family Services (Child Protection)  
                      Manager – Family Services (Cradle to Kinder)  |

**Wathaurong Aboriginal Cooperative Limited**

The name Wathaurong (Wada-Wurrung) is a recognized tribe (community which consists of some 25 clans (family groups) that form part of the Kulin Nation of Aboriginal people. The traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat. Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is located 70 kms or 60 minutes travel time one way from Melbourne CDB and is an Aboriginal Community Controlled Organization (ACCO) governed by an Aboriginal board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the board.

**Purpose of the Role**

This position forms part of Wathaurong’s Executive Leadership Team, providing leadership and strategic oversight of the Family Services Unit, and working with the Office of the CEO to develop and implement organisational strategy, policy and procedure. The position ensures strategic initiatives of the Family Services unit align with the overall strategic and business direction of the organisation, and achieve performance targets and objectives. The position will ensure strategy enables innovative and sustainable service delivery and person-centred Family care that meets the Family and cultural needs of the community. This position is responsible for all compliance and governance requirements of the Family Services division.
<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Key Responsibilities</th>
</tr>
</thead>
</table>
| **Governance & Executive Leadership** | Establish effective relationships with the Board, and support the CEO in the:  
  - Representation of Executive team on relevant Board committees  
  - Represent Wathaurong Family Services at external Committees and Conferences  
  - Development, review, management and reporting of annual operating plans and budgets  
  - Development and review of organisational strategy and business plans  
| **Strategic Leadership**         |  
  - Work with Executive Leadership Team under the direction of the CEO to define, develop and implement organisational strategy and business plans that align with the vision, mission, and values of the Co-operative  
  - Act as representative for the organisation and the CEO to relevant external committees, special interest groups, and stakeholder partnerships  
  - Operate within delegated authorities  
  - Identify potential funding sources for Family services and lead and contribute to the preparation of funding submissions and acquittals  
  - Develop strategies to grow and improve the services provided and where possible be self-funded  
  - Develop, implement and review organisational policies and procedure  
| **Finance, Quality & Compliance** |  
  - Develop, implement, and review annually the strategic risk management of Family Services  
  - Facilitate continuous improvement of Family Services Unit processes and services through innovation, efficiency, and review  
  - Approve financial transactions within budget up to delegated authority  
  - Ensure timely and accurate internal and external reporting and compliance measures are undertaken and met by staff in the Family Services Unit  
| **People & Performance**         |  
  - Provide coaching and line management support to Family Services Managers in their operational oversight of the Unit, and an Executive Leadership presence to the overall unit  
  - Undertake recruitment and performance management of senior Family Services staff in line with Human Resources policies and procedure  
  - Manage escalated Family Services staff grievances and performance management issues according to HR policy and procedure  
| **Advocacy & Engagement**        |  
  - Ensure all strategic planning supports the delivery of culturally safe, appropriate, and accessible programs and services for Aboriginal people  
  - Develop applicable organisational policy and position statements that externally communicate Wathaurong views and achieve intended outcomes |
**Wathaurong Position Description**

**Job Title**

- Develop and maintain stakeholder relationships with appropriate external organisational partners and collaborators
- Develop positive relationships with community stakeholders and provide visible presence at community events and meetings

### Selection Criteria

#### Education and Experience

- Extensive senior management or executive leadership experience in a community, cultural, or Family services setting
- Experience working in a service delivery setting with Aboriginal and Torres Strait Islander (preferred) or culturally and linguistically diverse communities
- Experience in the leadership, coaching and performance management of senior professionals and specialists
- Postgraduate level qualification (preferred) in a relevant discipline including leadership, Family or Community Services, psychology, or social services
- Knowledge of safe and appropriate cultural practices for Aboriginal and Torres Strait Islander focused services
- Demonstrated understanding of social, physical, economical, and cultural challenges affecting contemporary Aboriginal communities and their ability to access adequate and quality services

#### Job Specific Competencies

- Strong leadership skills and the ability to influence and negotiate organisational decision making
- Excellent interpersonal skills with ability to develop positive stakeholder relationships and communicate with diverse individuals at all levels
- Ability to demonstrate resilience and meet targets and objectives within a fast-paced, pressured environment
- Strong written and verbal communication skills with the ability to write and present professional documents to professional and community audiences
- Ability to work effectively and cooperatively as part of a senior leadership team
- Demonstrated experience in leading large teams through change

#### Job Specific Certification

- Current Victorian Drivers Licence
- Current Working With Children Check
Wathaurong’s Statement of Commitment to Child Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Eligibility

Appointments are subject to satisfactory completion of relevant screening checks.

The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic) and s8(4) of the Charter of Human Rights and Responsibilities Act 2006 (Vic).

Applications for this position are invited from suitably experienced and qualified applicants who identify as Aboriginal or Torres Strait Islander.

Applications and Recruitment

Applications should consist of a current resume and a cover letter including responses to the Key Selection Criteria, submitted in Word or PDF format before the closing date.

Enquiries regarding the position should be directed to Rachael Knight at 03 5272 8834

Applications for this position will close at 17th January 2019.

Shortlisted candidates will be invited to attend an initial in-person interview in Geelong.
## Schedule 1

<table>
<thead>
<tr>
<th>Reports To</th>
<th>Chief Executive Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Agreement/Activity Statements</td>
<td>31202, 31209, 31260, 31413, 31414, 31435, 31436, 31437, 31438, DET, Prime Minister and Cabinet</td>
</tr>
<tr>
<td>Funding Expiry Date</td>
<td>31202, 31209, 31260, 31413, 31414, 31435, 31436, 31437, 31438</td>
</tr>
</tbody>
</table>

### Behavioural Expectations

**All employees are required to:**
- Treat all Wathaurong Clients with respect and strive to meet their needs
- Treat people fairly and with respect
- Be familiar with and abide by all Wathaurong Policies and Procedures
- Consider facts objectively on a case by case basis
- Refer matters of cultural sensitivity to Community Members to seek their counsel
- Work in a manner that observes Workplace Health & Safety legislation
- Strive to create a positive workplace environment free from Bullying, Intimidation and Harassment.
- Embrace diversity and encourages collaboration
- Perform your duties to the best of your ability at all times
- Be pro-active in relation to Risk and Incident reporting
- Undertake other duties as directed when they are within your skillset
- Maintain positive attitude and outlook

### Leadership Expectations

**All employees with Leadership responsibility are required to:**
- Follow all specified Human Resource Policies & Procedures
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations
- Select the best candidate for the role, free from discrimination
- Conduct monthly supervision, One on One’s for a minimum of 30 minutes
- Conduct formal performance appraisal with set KPI’s and individual development plan by March each year and conduct a mid-year progress review in September
- Make decisions within your delegated authority and funding agreements
Wathaurong Position Description

**EXECUTIVE MANAGER FAMILY SERVICES**

- Ensure all funding agreement reporting requirements are undertaken in a timely manner
- Effectively manage employee time & attendance and leave applications
- Consistently manage the performance of all team members to ensure equity in work allocation

<table>
<thead>
<tr>
<th>Key Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Family Services strategy, business plans, and budgets are prepared and approved within the timeline provided</td>
</tr>
<tr>
<td>- Provide timely reporting against business plans as requested and ensure all external reporting is aligned to funding agreements</td>
</tr>
<tr>
<td>- In line with the organisational strategy, identify new sources of funding for Family Services, prepare submissions, align KPI’s of employees and establish regular reporting</td>
</tr>
<tr>
<td>- The position delivers continuous quality improvement and risk management as identified and measured through organisational and external reporting processes.</td>
</tr>
<tr>
<td>- Family Services targets are achieved and delivered within the approved budget</td>
</tr>
<tr>
<td>- Financial delegation for the Family Services unit is executed in line with organisational policy and ensures appropriate use and management of resources</td>
</tr>
<tr>
<td>- Role contributes to the, safety and wellbeing of all employees and visitors to the Cooperative by reporting risks, hazards, and incidents and maintaining awareness of emergency procedures</td>
</tr>
<tr>
<td>- Role ensures all staff have met reporting obligations of the funding agreements/activity statements listed above as well as any additional opened in period</td>
</tr>
<tr>
<td>- Proactively ensure all induction onboarding and cultural awareness training is conducted for new staff.</td>
</tr>
<tr>
<td>- Proactively ensure all performance reviews, probationary periods, fortnightly one on one’s, fixed term contracts, staff grievances and performance issues are managed, mitigated or resolved appropriately in a timely manner in accordance with HR policy and procedure.</td>
</tr>
<tr>
<td>- Family Services Management and self receive consistent and adequate individual coaching and leadership to successfully lead their teams to meet targets, objectives and funding requirements.</td>
</tr>
<tr>
<td>- Role develops appropriate and meaningful partnerships with organisational and community stakeholders that align with strategic goals and objectives and support the achievement of service delivery and funding program targets</td>
</tr>
<tr>
<td>- As required attend and present on behalf of the organisation and the CEO to relevant external committees, special interest groups, and stakeholder partnerships</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managers Name</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>