



## Project Manager, Strong Families Our Way

Key Position Information	
Job Title	<b>Project Manager, Strong Families Our Way</b>
Business Unit	<b>Strong Families Our Way</b>
Location	<b>Sydney, NSW</b>
Reports to	<b>Director, Sector Operations</b>
Status	<b>Fixed Term, Full Time (35 hours / week)</b>
Salary	<b>SCHADS Level 5, Pay point 2 \$100,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)</b>
Financial Delegation	<b>Category TBC (total budget to be determined)</b>
Direct Reports	<b>Project Officer Community Engagement Officers</b>

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> </ul>

- **Independence and solutions focused** – 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
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

### Role Purpose

The Project Manager (Strong Families Our Way) will be part of the Central Project Team who provide support to a broader state-wide network. The Central Project Team is responsible for the design, strategy and implementation of Strong Families Our Way and pursue other self-determination opportunities. The Project Manager is expected to be involved in all areas of program development, implementation and evaluation and will lead a small team to ensure successful completion of program objectives. This role will be required to establish and maintain strong relationships with ACCOs, build AbSec's profile and provide high level advice to the executive.

### Position Requirements

- A minimum of 2 years' experience in project management.
- Tertiary qualifications in social services field or associated area is desirable but not essential.

Function	Accountabilities
<b>Strategic</b>	<ul style="list-style-type: none"> <li>▪ Contribute to and develop strategy at different levels of the organisation.</li> <li>▪ Oversee projects within the organisation to respond to emerging direction for Aboriginal child and family supports.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Develop and deliver project related materials that supports successful implementation of project objectives.</li> <li>▪ Work closely with Aboriginal Community Controlled Organisations, communities and government agencies to enhance successful delivery of the Strong Families Our Way goals and objectives.</li> <li>▪ Contribute to the management, coordination and delivery of the project and priorities as identified by the Director, Sector Operations to meet obligations to its stakeholders.</li> <li>▪ Operate against approved plans with clear timeframes for delivery, taking a risk management approach and informing the Director, Sector Operations of delivery risk at the earliest possible point.</li> <li>▪ Develop and undertake extensive consultation processes to ensure delivery of project objectives are balanced and inclusive of stakeholder views, including Aboriginal agencies, communities, children and young people, families and government agencies.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</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, Directors and other Project Managers.</li> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Project team to contribute to directions and implementation activities on organisational objectives.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies.</li> </ul>

- Aboriginal communities, children, young people and families to source input and create awareness of project objectives.

### Selection Criteria

**The occupant of this position will be able to demonstrate the following criteria:**

- Demonstrated understanding of the issues facing the Aboriginal sector and delivery of quality services to meet outcomes for clients in a sustainable and viable way.
- Demonstrated understanding of the child protection and out of home care systems in NSW, including policies and procedures that exist that govern service delivery.
- Ability to engage with Aboriginal communities, children and young people, families, agencies, and government agencies to discuss project objectives.
- Knowledge and understanding of effective project management approaches, with experience in achieving successful projects against a plan.
- Effective communication skills, including the ability to negotiate an outcome and leverage opportunities to form strong partnerships, as well as demonstrated written communication skills within a project management context.

### Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- 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.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- A "C class" driver's licence is essential.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

**To obtain a position description please visit our website:** <https://www.absec.org.au/careers.html>

**For Further information:** please contact Alira Tufui [alira.tufui@absec.org.au](mailto:alira.tufui@absec.org.au) or 0295595299

**To apply:** Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

**Note:** if applicants do not address the selection criteria the application will not be considered.

**Email applications to:** [recruitment@absec.org.au](mailto:recruitment@absec.org.au)

**Applications Close: COB 5:00pm Friday, 3 February 2023**