

	Position Title: Manager - Practice & Policy Development		Team: Public Policy & Practice Development		Region: Central
	Supervisor: Senior Manager-Evaluation, Policy & Research	Delegations and Authorities: In Line with Delegations Policy	Band: (A-F)E	Date Completed: 04112010	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS		ROLE CONTEXT
<p>Our Vision at Berry Street is that all children have a good childhood, growing up where they feel safe, nurtured and have hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex issues arising from their experience of abuse, neglect or violence.</p> <p>To achieve our Vision, Berry Street delivers a wide range of services across metropolitan, regional and rural Victoria - from strengthening families and communities to those that focus on helping children, young people and adults recover from the trauma of violence, abuse and neglect.</p> <p>We group our programs into: community, education, family services, foster and kinship care, residential care, therapeutic services and youth services.</p>		<p>The Public Policy and Practice Development team is an internal consultancy team which resources and supports Berry Street's programs across Victoria. The team comprises five staff: two Directors, two Senior Managers, a Manager and two Internal Consultants. The team focuses on Berry Street's public policy, evaluation, research, quality, tendering and practice development, supporting reflective and evidence-informed practice, facilitating continuous improvement across all services and advocating internally and externally for policy, practice and system reforms.</p>
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE
<p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p><i>Courage:</i> To be the best we can be and to never give up <i>Integrity:</i> Expect a personal and organisation commitment to honesty <i>Respect:</i> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations <i>Accountability:</i> Be responsible for our own actions <i>Working Together:</i> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>		<p>The Manager - Service & Practice Development takes lead responsibility for supporting staff to bridge the knowledge-practice gap and strengthen practice, including:</p> <ul style="list-style-type: none"> • Development & implementation of Berry Street's framework to guide and inform practice organisation-wide, <i>Foundations for Practice</i> • Coordinating preparation of individual government tenders and enhancing Berry Street's capacity to win government tenders • Identification and dissemination of developments in fields of child & family welfare practice to support enhancement of Berry Street service delivery • Coordination and development of practice-related projects, policies, resource materials and tools that support staff to further develop their practice.
		REPORTING RELATIONSHIPS
		<p>This role is based at our Central Office.</p> <p>This role reports to the Senior Manager who will provide supervision and review. This role has 1 direct report and works in conjunction with other team members.</p>

SELECTION CRITERIA

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

A capacity and ability to demonstrate Berry Street's Core Capabilities is required to be successful in this role. The Capabilities describe how you will go about fulfilling this role. Berry Street's core capabilities are Demonstrates Leadership, Cultivates Productive Working Relationships, Delivers Quality Outcomes, Thinks Clearly and Manages Self.

Further details regarding these capabilities can be found on our website. Please refer to the Band E Capabilities which are applicable to this role.

- Personal qualities of creativity, flexibility and conscientiousness, and a demonstrated understanding of and commitment to the values of Berry Street.
- Demonstrated capacity to think analytically, and conceptualise practice and policy as it relates to social welfare.
- Extensive experience in community services, and awareness of current models of and future directions in community service practice.
- Excellent written and oral communication skills (including public speaking and presentations).
- Demonstrated interest in, and knowledge of, the child and family welfare sectors and the impact of child abuse and neglect
- Demonstrated ability in project management
- Experience in preparing submissions and tenders in relation to social welfare service delivery, and understanding of associated government processes.
- Demonstrated ability to work collegially with both senior and other staff, clients, caregivers and other stakeholders in practice and service development initiatives.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Tertiary qualifications in the social and/or behavioural sciences is essential, including relevant specific studies at post graduate level
- WWCC and satisfactory Criminal Record Check

DESIRABLE

- Experience in delivery of work based training and facilitation of groups is desirable.
- Current Drivers Licence

KEY ACCOUNTABILITIES AND RESPONSIBILITIES describe the key duties that will indicate success in the role.

ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
Leading development & implementation of Berry Street's Practice Framework	<ul style="list-style-type: none"> • Develop and maintain the Berry Street-wide practice framework ("<i>Foundations for Practice</i>"), in consultation with the Foundations for Practice Reference Group, including project management of the development of component parts by internal content experts or consultants, and ongoing monitoring of the content and scope of the framework in light of theoretical and practice developments. • In conjunction with the Berry Street Learning & Development Team, lead the development and ongoing implementation of the Foundations for Practice Learning & Development strategy.
Service Development/government tendering	<ul style="list-style-type: none"> • Monitor tendering opportunities and coordinate the decision making process regarding the appropriateness or otherwise of tendering. • Prepare individual tenders and manage associated administration, including drafting and/or editing tenders. • Coordinate the preparation of tenders by other Berry Street staff or external consultants.
Strengthening practice	<ul style="list-style-type: none"> • Monitor ongoing developments in the field of child and family welfare practice and, in conjunction with the Learning & Development team, design and implement initiatives to disseminate these and translate emerging

	<p>knowledge into practice.</p> <ul style="list-style-type: none"> • Assist Managers and other staff to document and review practice models, to identify best practice and to share this within Berry Street and with the field. • Lead the processes for monitoring and reviewing the currency of the organisation's practice-based policies, procedures and tools and their implementation. • Coordinate co-development of new practice policies, procedures, tools and other resource materials with program content experts.
Staff supervision	<ul style="list-style-type: none"> • Provide supervision and support to the Internal Consultant-Practice Policy, project workers, seconded staff and/or external consultants as required within the Public Policy and Practice Development team.
SHARED ACCOUNTABILITY	SHARED RESPONSIBILITY
Internal Consultancy, Team projects and collaboration	<ul style="list-style-type: none"> • Work across portfolios within the Public Policy & Practice Development team on identified priorities such as quality-related tasks, drafting submissions to external public policy enquiries, and drafting information briefings on current public policy or practice issues. • Take on a project management role in implementing time-limited projects within the Public Policy & Practice Development team as identified needs arise. • Provide reports to the Senior Manager Evaluation, Policy & Research on a monthly basis and to the Executive Management Team and CEO as required. • Participate in Public Policy & Practice Development team meetings, Central Office staff meetings, Cross Regional Practice Forums, Berry Street committees, working groups and external meetings and forums as appropriate. • Other duties as directed.

CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime and there may be a requirement for some additional hours at times to meet the requirements of the role.
2. You will initially be employed at Central Office at Richmond. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. For the first 12 months, packaging is offered at a rate of 25% of gross salary. After 12 months, this may be increased to a maximum of 35%, as long as packaging does not exceed the \$30,000 “grossed up” limit, in line with our Salary Packaging policy.
4. The salary range for this position is \$70,000 - \$73,000. The value of the salary can be increased through salary packaging.
5. This position comes with access to full private use of a Berry Street motor vehicle.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 3 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regular
	Be exposed to all outdoor weather conditions	Occasional
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office	Daily
	Work in buildings which may be two-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
Manual Handling	Undertake manual handling (eg: lifting, pulling, pushing, moving, transferring, twisting, supporting) of equipment, which would be of varying weight and size	Occasional
People Contact	Liaise with government, non-government and community organisations	Regular
Administrative Tasks	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police	Occasional
	Undertake administrative tasks which may include the following: computer work, filing, developing project plans, writing reports and submissions, participating in meetings, concentrating for long periods of time, managing resources and budgets, researching and analysing information & data.	Daily
Transport	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos and electronic whiteboards.	Daily
	Drive vehicles possibly over long distances and in all traffic and weather conditions	Occasional

APPLICATION PROCEDURES

For further information regarding the role, please contact **Amanda Jones**, Senior Manager - Evaluation, Policy & Research on (03) 9429 9266.

Applicants must include:

1. Covering letter outlining your interest in the position
2. Statement which addresses the essential and desirable selection criteria
3. Resume which details employment history and relevant education and qualifications
4. Professional referees - the names and contact numbers of three professional referees (include current and previous employers) who can provide comment on key selection criteria.

Applications should be emailed to recruitment@berrystreet.org.au, by close of business (5pm) on **Monday November 22nd**