

	<b>Position Title: Research &amp; Information Team Leader</b>		<b>Team: Take Two</b>		<b>Region: Central</b>
	Supervisor: Carly Black	Delegations and Authorities: In Line with Delegations Policy		Band: (A-F) C	Date Completed: 129/10/2012

### ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p><b>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.</b></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 TAKE TWO research and evaluation strategy aims to undertake a regular evaluation of the TAKE TWO program as well as contributing to broader knowledge and research regarding the client group and the issues confronting them. The information management strategy is aimed at providing a quality information system (both computerised and paper systems) to support a high quality clinical service and provide accurate data for management, research, evaluation and clinical purposes.</p> <p>The TAKE TWO research and evaluation strategy includes a number of key areas of responsibility. These include regular, ongoing data collection and analysis regarding client information, outcome measures and stakeholder surveys; broader research activities such as research circles, literature reviews, Aboriginal research areas; and training and dissemination of research findings. This team also undertakes specific submissions and projects related to the TAKE TWO client group and the broader field.</p>
	PRIMARY OBJECTIVES OF THE ROLE
	<p>The TAKE TWO service has a growing need for managing a great deal of client information across multiple sites. This information management function relates to the clinical work, research and evaluation, training and administrative roles. It also supports the program's compliance with the Australian Council on Health Care Standards. This role is responsible for leading the information management team which includes overseeing the development and implementation of a client information system including the computerised and manual processes. This includes tasks associated with managing the acceptance of referrals through to closure of cases.</p> <p>The TAKE TWO Research and Information Team Leader has primary responsibility for the overall functioning and supervision of the two teams (Research team and Information Management Team).</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our La Trobe University and Richmond Offices. It is part of the broader Take Two Team which also includes the Practise Development and Clinical Teams.</p> <p>The TAKE TWO Research and Information Team Leader reports to the Senior Research and Information Manager (Berry Street) and also works under the support of the Head of School of Social Work and Social Policy, La Trobe University. This role has 3 direct reports.</p>
OUR VALUES	
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> To be the best we can be and to never give up</p> <p><b>Integrity:</b> Expect a personal and organisation commitment to honesty</p> <p><b>Respect:</b> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><b>Accountability:</b> Be responsible for our own actions</p> <p><b>Working Together:</b> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	

**KEY 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 C Capabilities which are applicable to this role.

- High level of understanding of State Government policy and legislation that relates to the Take Two client group, particularly in relation to child protection and out of home care.
- A sophisticated understanding of the complexity of the service system and the issues involved in providing services to statutory clients.
- Experience in working with children, young people, families and carers with a sound understanding of child development, trauma theory, attachment theory and systemic work.
- Demonstrated commitment to a learning culture and continuous improvement. An understanding of the Australian Qualifications and Training Framework. Experience of working within the CQI frameworks of the Australian Council of Healthcare Standards would be an advantage.
- Cultural awareness and willingness to learn regarding Aboriginal children and the Aboriginal community and Culturally and Linguistically Diverse communities.
- Demonstrated commitment to working collaboratively and the capacity to negotiate and liaise with DHS, other agencies and the community.
- Highly developed skills in providing supervision including providing support, feedback, reflective supervision and professional development.
- Highly developed communication skills, including the ability to work collaboratively and liaise with all levels of Take Two staff and other professionals and carers.
- Ability to work calmly and consistently under pressure with capacity to manage competing priorities for self and others.
- Demonstrated capacity to lead worker management processes, including recruitment, development and performance management of staff.
- Well developed quantitative and qualitative data analysis skills, including use of programs such as SPSS, Endnotes and Excel.

**QUALIFICATIONS AND OTHER REQUIREMENTS**

**DESIRABLE**

- A tertiary qualification in social work, psychology, welfare or a related discipline is required. A higher degree related to research is desirable
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

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

ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
<b>Direct Service Accountability</b>	<ul style="list-style-type: none"> <li>• Play a lead role in the ongoing development and implementation of the TAKE TWO research and evaluation strategy. In particular, be able to undertake research functions independently and in partnership with others and lead and supervise the team's capacity to undertake related functions.</li> <li>• Play a lead role in the development and implementation of an Information Management system that is in accordance with relevant Australian Health Care Standards and other criteria. In particular, be able to lead the integration of the research and information management functions with other aspects of the TAKE TWO program.</li> </ul>
<b>Program Development</b>	<ul style="list-style-type: none"> <li>• Ensure that constructive and collaborative relationships are developed and maintained with key stakeholders associated with the TAKE TWO teams.</li> <li>• Contribute to leadership in relevant clinical practice, practice development, training and service system improvement.</li> <li>• In conjunction with the Knowledge Manager and other relevant people, contribute to the successful development and implementation of the research, development, clinical work in general and with the Aboriginal service work of TAKE TWO.</li> <li>• Competently represent the TAKE TWO Program in the professional community, for example at seminars and conferences.</li> <li>• Collaborate with La Trobe University, SoPac, DHS and other external organisations and participate in meetings and other processes in accordance with the TAKE TWO partnership processes.</li> <li>• Write and contribute to submissions for government and private trusts.</li> <li>• Participate in the strategic planning within TAKE TWO that identifies how research and information management supports TAKE TWO in meeting its overall objectives, especially in relation to clinical practice and service system improvement.</li> <li>• Identify key stakeholders in relation to the research and information management strategies for TAKE TWO (including La Trobe University and other partners, DHS, Aboriginal Communities and Services, CAMHS, Drug and Alcohol services, Education and Community Service Organisations) and ensure that constructive relationships are developed and maintained.</li> <li>• Participate in appropriate forums to promote TAKE TWO and contribute to policy development.</li> <li>• In conjunction with the manager, maintain collaborative working relationships with relevant Berry Street services.</li> <li>• Participate in the TAKE TWO Area Leaders' meetings and other Berry Street and TAKE TWO meetings as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep abreast of relevant theoretical, legislative and policy development.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Provide supervision to staff within the TAKE TWO Research Team and the TAKE TWO Information Management Team and facilitate regular team meetings. Provide leadership role within and across the teams including building on the strengths within the team.</li> <li>• Provide leadership and management to the TAKE TWO Research and Information Management teams, and provide supervisory leadership and support to a number of senior staff within this team.</li> <li>• Support the manager in the recruitment, management and development of appropriately qualified and skilled staff and support the manager in the provision of orientation, support, supervision, annual staff appraisals and professional development plans in line with Berry Street policy.</li> <li>• Support the manager in the recruitment, management, development and evaluation of appropriate student placements.</li> </ul>
<b>Aministration</b>	<ul style="list-style-type: none"> <li>• Provide monthly and other reports to the manager as required.</li> <li>• Other duties as directed.</li> </ul>

**CERTIFICATION**

We have carefully reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position

SENIOR MANAGER

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have read this document and agree to undertake the duties and responsibilities as listed above.

I acknowledge that

- This Position Description is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me, after discussion. Where additional training or support is required to fulfil additional or other duties of a similar level of responsibility it will be provided.
- The Position Description will be reviewed regularly in consultation with me.

OCCUPANT

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** *A copy of signed final Position Description must be forwarded to the Human Resources Team for filing on the staff members personal file.*



## CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. It is strongly preferred that these hours are worked over a 5 day working week. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement.
2. You will initially be employed at Latrobe University and Richmond Offices. 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. Salary packaging is available to full-time and 0.8 staff to a maximum value of \$16,050 and a maximum value of \$12,000 to all other permanent part-time staff, in line with our Salary Packaging policy.
4. The base salary for this position is \$75,358.32 under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
5. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
6. 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 identify and qualifications.
7. 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.
8. 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.
9. 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.
10. Berry Street has a smoke-free workplace policy.



## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment	Daily
	Work in different geographic locations	Regularly
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan office	Could be daily
	Work in buildings which may be two-storey	Could be daily
	Sit at a computer or in meetings for extended periods	Daily
	Present at court and other jurisdictions	Unlikely
	Perform 'on call' or backup duties	Unlikely
<b>People Contact</b>	Liaise with government, non-government and community organisations	Daily
	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.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour	Occasionally
	Undertake supervisory, recruitment, training and professional development activities	Regularly
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, writing reports, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, electronic whiteboards	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions	Regularly