



# POSITION DESCRIPTION

## Project Manager – Health Justice Partnerships

Ballarat & Grampians Community Legal Service (BGCLS) is a for-purpose organisation providing **free** legal advice, representation, information and community legal education to people who live, work or study in the Central Highlands, Grampians and Wimmera regions of Victoria.

BGCLS assists not only with individual legal matters, but also more broadly in community development, community legal education, capacity building and law and policy reform projects based on the needs of our community.

We actively work in partnership wherever possible, with government, Victoria Legal Aid and other publicly funded legal assistance service providers, pro bono contributors, the private legal profession, community services agencies and other community partners to ensure the best outcomes for their clients and community.

<b>Position Title:</b>	Project Manager – Health Justice Partnerships
<b>Accountable to:</b>	CEO
<b>Reports to:</b>	CEO
<b>Direct Reports:</b>	Community Engagement Officer Digital Content and Social Media Coordinator Engagement and Referral Practitioner
<b>Location:</b>	Ballarat
<b>Travel:</b>	This position will require regular travel to our outreach areas
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Community Services Worker.
<b>Level:</b>	Level 5
<b>Conditions:</b>	All conditions are in accordance with the award and the current Community Legal Centres Multi Business Agreement.
<b>Salary Packaging:</b>	The benefits of tax-effective Salary Sacrifice arrangements are available to all staff subject to BGCLS's ongoing Fringe Benefits Tax exempt status.

## **POSITION SUMMARY**

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The Project Manager – Health Justice Partnerships will manage and coordinate the successful implementation of health justice partnerships at BGCLS. BGCLS partners with the health and welfare professions to create a more effective, supportive and multidimensional approach to problem solving for those whose issues are many and connected. Health Justice Partnerships advocate on issues that have a noticeable impact on client groups. Research indicated individuals are more likely to approach health and welfare practitioners with their social problems than lawyers. An integrated service model is able to meet immediate health, legal and social needs.

The Project Manager – Health Justice Partnerships will apply best practice frameworks to develop and implement projects that are meaningful for the many communities in our region and meet the requirements of our funding obligations. Leading a small team, this position requires expertise in project management, stakeholder engagement and community development.

## **DUTIES & RESPONSIBILITIES**

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### **Leadership**

- Support and contribute to the development of strategy as a member of the management team
- Provide quality and informed leadership to the organisation regarding project development and implementation
- Approach problems and challenges from a solution focused mindset
- Consult with employees and stakeholders to inform continuous improvement & business efficiency
- Train and support employees in the use of technology to improve service delivery, reporting and operational efficiency
- Identify learning and development opportunities for direct reports

### **People Management**

- Supervise, support and mentor direct reports in all areas of their duties
- Support direct reports to provide client and customer service within the scope of their responsibility and as guided by the legal team
- Develop and review policies and procedures which align with accreditation requirements, best practice guidelines and reporting requirements
- Manage the workload and priority areas of the project team
- Provide informal debriefing support to direct reports and implement formal debriefing when required
- Conduct annual performance appraisals of direct reports
- Review the monitoring and evaluation data to provide feedback and direction for continuous improvement

### **Project Management**

- Develop a project implementation plan that aligns with research informed Health Justice Partnership frameworks
- Network within the CLC sector to drive innovation and best practice
- Ensure project development and implementation aligns with funding requirements and targets are achieved
- Problem solve collaboratively internally and with partners to achieve optimum outcomes for clients and community members

- Develop and implement project within budget
- Provide internal and external requirements for funding acquittals and to advocate for identified needs in various communities across the region

### **Stakeholder Engagement**

- Develop formal partnerships to deliver project purpose and strengthen broader service delivery of BGCLS in communities across the region
- Through networking and proactive relationship building, establish connections with stakeholders that support the implementation of the projects and provides a foundation for further opportunities

### **Community Development**

- Identify the needs of the communities in the region that relate to the Health Justice Partnerships
- Identify opportunities to engage with local communities for service delivery, awareness raising and community legal education
- Coordinate the expertise of the CLC sector and partnerships to develop innovative and meaningful ways to connect with communities at various stages of need

### **Administration**

- Develop policies and procedures to support the implementation of the projects
- Provide general customer service support at BGCLS offices as required
- Other duties as directed

## **EXPECTATIONS OF ALL BGCLS EMPLOYEES**

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### **Health and Safety**

- Create, maintain, and foster a safe workplace
- Identify, report & correct any unsafe acts, conditions, or behaviours according to BGCLS's Policies and Procedures and OH&S requirements

### **Risk Management**

- Ensure compliance with all requirements of the Risk Management guide for Community Legal Services
- Operate within BGCLS policies, procedures, funding guidelines, practice directions and legislative requirements

### **EEO and legislative requirements**

- Support equal opportunity
- Require all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, and sexual orientation
- Encourages applicants from diverse backgrounds

### **Professional Development**

- Undertake appropriate professional development activities to maintain and enhance the knowledge and skills required to fulfil the responsibilities of the position and comply with CPD requirements if required

### **Code of Ethics and Conduct**

- Actively support BGCLS vision, purpose, and values
- Ensure compliance with BGCLS Code of Ethics and Conduct

- Supports equal opportunity and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation

## **KEY SELECTION CRITERIA**

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1. Experience in project development and implementation in the community services sector
2. Ability to manage and lead a small team with diverse skillsets
3. Demonstrated ability to problem solve and think innovatively and critically
4. Experienced in developing new and existing relationships to achieve project outcomes in a mutually beneficial manner
5. Demonstrated ability to develop strategies that meet diverse community needs and opportunities

## **QUALIFICATIONS**

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- Tertiary qualifications in relevant discipline
- Current Victorian Driver's Licence
- Cleared National Police Record Check (it is the responsibility of all staff to notify the organization immediately if there are any changes to their criminal records status)
- Current right to work in Australia
- Valid, employer Working with Children Check
- Physical ability to safely undertake all aspect of the position