# POSITION DESCRIPTION

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| Position Title: | Project Lead - Leading for our Children– Growing our Bwgcolman Leadership to deliver change for Palm Island children |
| Current Incumbent  |  |
| Department: |  | **Location**  |  |
| Reporting To (Title):  | Chief Operating Officer  |
| Employment Status | Part-time – 22 hrs a week | **Level** | 6-7 |
| Award | Social, Community, Home Care and Disability Services Industry Award 2010 |
| Contacts and Critical relationships | Internal* Executive Managers: Primary Health Care, Community Services, Operations, Women and Children
* Managers and Coordinators of all PICC Services
* Consultants and Contractors engaged to deliver on the objectives

External* DSS Contract Managers
* Other Child and Family Service provider in Palm Island
* TAFE and other adult education providers
* Service providers and Elders Groups in Townsville and Palm Island

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# ABOUT THE ORGANISATION

The Palm Island Community Company is an Aboriginal Community-Controlled Organisation that delivers health and community services, community capacity building and economic development programs on Palm Island.

Through the establishment of a network of partnerships and collaborations, the ongoing recruitment and training of staff, and an uncompromising attitude towards the building of community capacity, PICC continues to make a real difference in the lives of the people it serves.

Boasting a successful history since it was established in 2007, PICC delivers innovative, community-driven programs that are squarely aimed at supporting and strengthening the social, cultural, health and economic fabric of the Palm Island community.

PICC continues to work hard to strengthen the infrastructure of the remote island and create local jobs for local people while delivering vital human services to community it serves.

The fundamental focus of the Company is underpinned by the belief that the residents of Palm Island are entitled to have ready access to the range of reliable and high-quality health and social services like those to which most Australians have easy access.

PICC is proud of its role in helping Palm Island to lead the way in the development of a new model of Indigenous community capacity building that has demonstrated success.

# THE PROGRAM

* Our Leading for Children project will support the development of trauma informed leadership program that is codesigned with our local staff, local community leaders and with insights from our service users to enhance the leadership capacity across our child and family service system.
* The leadership program will be designed and delivered by Aboriginal and Torres Strait Islander practitioners with long standing skills and experience in leadership, training and education and program design in ACCO child and family services.
* The objectives of the project are:
* to develop a tailor made leadership program that is codesigned with our local staff, local community leaders and with insights from our service users to enhance the leadership capacity across our child and family service system.
* establish a community reference group of up to 6 Palm Island leaders to act as cultural thought leaders through the development and evaluation of the project
* use Aboriginal and Torres Strait Islander leaders to deliver the program to multiple cohorts of Palm Island managers and emerging leaders
* support ongoing implementation of the leadership program by providing activities that enable participants to support applied learning, through establishing group supervision, coaching and mentoring opportunities to embed knowledge acquisition.
* evaluate the impact of the program through the implementation of robust evaluation activities including development of a Theory of Change, pre and post testing and action research.
* The approach involves working alongside the consulting team to enable the co-design and documentation of the leadership program, including ensuring effective engagement of Community Leaders and stakeholders is undertaken and that all of the resources required to deliver the program are in place
* Supporting the timely and effective staging of the implementation of the leadership program 4 times a year so that PICC operations are not adversely impacted and managers can be supported to
* Creating and designing an effective group supervision and mentoring program to support ongoing application of acquired knowledge for leadership participants.

# THE ROLE

* + The Project Lead will have overall management and support the implementation of the Leading for our Children Project. This will include supporting consultants and contractors engaged to deliver the project and working alongside the Managers of the Child and Family work across the organisation
	+ The position will be an integral part of the leadership team
	+ This role requires the development of strong linkages with the TAFE and Adult education sector, and child and family services sector on Palm Island.
	+ Regular travel will be required as a part of this role

# TECHNICAL DUTIES

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| **KEY RESPONSIBILITIES**  | **KEY PERFORMANCE INDICATORS** |
| **Oversight of the Leading for our Children Project**  |
| Monitoring of agreed DSS workplan and ensuring effective implementation of project activities to ensure project stays on track and meets agreed KPI’s | Number of activities delivered on time  |
| Working effectively with the consultants and contractors engaged to deliver the products and training and support their visits to the organisation to ensure they can deliver their work in timely and effective ways. | Number of consultants and contractors who report strong and supported relationships |
| Ensuring management are updated regularly on the implementation of the project, including any risks or issues emerging  | Number of timely reports to Management on progress of the project. |
| **Stakeholder Management** |
| Develop and maintain effective relationships with managers, government and community members, to ensure effective engagement throughout the project.Establishing the Community Leadership group, including terms of reference and processes to bring the leadership group together throughout the projectEnsure effective engagement of service users in codesign process | Evidence of stakeholder engagement in programEvidence of Community Leadership meetings held and outcomes influencing the project |
| **Implementation of Leadership Program**  |
| Supporting the implementation of the leadership program, including ensuring sufficient registration of participants, timing of program delivery, resources venue and catering management to ensure smooth running of the leadership training program throughout the year. | Number of leadership programs occurring Number of staff participating in leadership programNumber of participants who report positively on the venue and catering  |
| **Program Facilitation**Design and delivery of the group supervision and mentoring activities that will support Palm Island leaders to implement acquired knowledge from leadership training and continue to grow effectively as a leader in the organisation | Number of group supervision and mentoring activities occurringNumber of leadership participants who report positively about the mentoring and supervision activities provided |
| **Documentation and Reporting** |
| Record information and prepare reports as required, including:* Develop data collection processes for the project
* Prepare quarterly reports for the funding body, as per funding schedule
* Prepare written reports for the senior management team as required
* Support the evaluation activities including ensuring the administration of pre and post testing of participants and support for action research when it occurs.
 | Reports providedEvaluation reports available and prepared  |
| **RESPONSIBILITIES GENERAL – ALL EMPLOYEES** | **KEY PERFORMANCE INDICATORS** |
| Participate in Workplace Health and Safety training and activities and Risk Management Planning activities | * Training and other activities recorded
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| Record incidents and near-misses in line with practice policy | * Incident reports recorded
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| Practice duty of care including meeting practice standards and accountability | * Evidence of compliance in audits
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# NON-TECHNICAL DUTIES

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| **RESPONSIBILITIES** | **KEY PERFORMANCE INDICATORS** |
| Communicates with professional language to a range of people at all levels of organisations and community | * Ability to communicate on all levels with all Corporate and Senior staff members, direct reports, Clients and Visitors
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| Understands, works and communicates effectively with First Nations people. | * Shows an understanding of the First Nation cultures, builds strong working relationships
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| Write clear and concise reports and / or provides clear and consider oral reports as required | * Provides clear reports with relevant facts and processes explained
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| Engages in formal training when required. | * Attends and completes training
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| Adhere to the Code of Conduct of the Palm Island Community Company in a manner that is consistent with both its spirit and intent  | * Adheres to and is an advocate of the PICC code of conduct
* Leading by example
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| Provide a positive contribution to the team through participation in team meeting and team-based work processes  | * Resolve conflict and participate equitably in positive and successful teams
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| Travel is a critical component of this role, with an expectation to undertake trips as needed in response to operational requirements.  | * Being available to travel on short notice to fulfill the responsibilities of the position.
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| Ensure effective backup coverage by coordinating with team members to maintain continuity of operations during absences. This includes delegating tasks, providing detailed handovers, and ensuring that critical functions are adequately supported to minimize disruptions.  | * Maintain 100% continuity of critical operations during periods of absence by ensuring adequate handovers, task delegation, and temporary role coverage within agreed timeframes.
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| Conduct regular visits to correctional facilities, such as the Townsville Women’s Centre, to support and facilitate programs. This includes engaging with inmates, delivering structured activities, and ensuring that program objectives are met. The role also involves building rapport with participants, assessing their needs, and providing ongoing support to promote rehabilitation and reintegration into the community.  | * Conduct all scheduled visits to correctional facilities as required, ensuring the successful facilitation of assigned programs and adherence to program timelines and objectives.
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Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. PICC can direct you to carry out duties which it considers are within your level of skill, competence and training.

# SELECTION CRITERIA

**Qualifications**

1. Tertiary qualifications in Training, Education, Community Development or related Human Services field

**Professional**

1. Demonstrated ability to implement large scale projects effectively and ensure activities are implemented effectively.
2. Demonstrated ability to utilise and lead codesign and co-creation activities with Aboriginal and Torres Strait Islander people to ensure cultural thought leadership and cultural safety is embedded in all project activities.
3. Demonstrated ability to work effectively with multiple contractors and consultants and coordinate efforts to guarantee success of the project.
4. Demonstrated ability to develop and maintain effective relationships with stakeholders, government and community members, to deliver on project objectives.
5. Demonstrated ability to mentor and develop group supervision, training, and professional development opportunities to ensure Palm Island leaders have opportunities to continue to embed knowledge acquired from training . This includes fostering a supportive environment, encouraging skill growth, and promoting best practices to enhance team performance and service delivery.
6. Demonstrated ability to apply high level professional practice, judgement and decision making to ensure the effective implementation of the project.
7. Demonstrated ability to provide verbal and written advice, including the preparation of accurate progress and final reports in a timely manner to ensure the organisation meets its funding requirements.

**Other**

1. Possess or eligible to hold a Working with Children Check (Blue Card)
2. Hold a current “C” Class Driver’s License (and maintain a current driving license throughout the period of employment