



## Position Description

# Project Officer

<b>Current Location:</b>	42 Dight Street, Collingwood VIC 3066
<b>Reports To:</b>	Executive Director
<b>Terms and Conditions:</b>	Social, Community, Home Care and Disability Services Industry Award. Above Award Conditions apply.
<b>Hours of Work:</b>	Full or Part Time (Negotiable)

### Operational Context

*fka* Children's Services (*fkaCS*) is a not for profit organisation with a long history of supporting Early Childhood Education and Care services, dating back to 1908. *fkaCS* supports Children's Cultural and Linguistic Rights through the provision of advocacy, consultancy and resources.

*fkaCS* promotes the rights of all children to high quality early childhood education that recognises and values diversity where:

- Skilled staff incorporate multicultural perspectives in all programming
- The maintenance and development of languages other than English is promoted and children are supported to learn English as an additional language
- Children from all cultural backgrounds have equal opportunities to participate and achieve

### Position Summary

The Project Officer will work under limited direction and is responsible for the design and implementation of *fkaCS* professional support projects. This role includes the development of efficient processes and procedures to ensure the professional development needs of the sector, service agreements and contracts are addressed.

### Position Context

The Projects Officer reports directly to the Program Manager The incumbent will liaise with all teams within *fkaCS*, members, the broader Early Childhood Education and Care sector, government department's contract managers and subcontractors. This position will also contribute to, strategic reports and analysis to funding bodies.



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## Key Responsibilities/Outcomes

The Project Officer will:

- Design, and professional support and learning projects in line with *fkaCS* service agreements and contracts, based on the identified needs of members and the broader sector.
- Actively engage with members and the boarder sector to ensure *fkaCS* programs and projects are reflective of the needs of the sector.
- Coordinate internal and third-party resources for the successful execution of all projects.
- Define project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure all projects are delivered on time, within scope and within budget by developing and implementing project plans to monitor and track progress.
- Measure project performance using appropriate tools and techniques
- Manage changes to project scope, project schedules and project costs using appropriate verification techniques
- Coordinate subcontractors and to ensure all outcomes are met.
- Ensure reporting regimes accurately reflect the outcomes achieved by the service delivered.
- Regularly conduct environmental scanning to ensure new opportunities are identified.
- Contribute to the development of business plans and proposals for new opportunities.
- Evaluate and improve systems, processes and policies in support of *fkaCS* strategic goals specifically to support outcome reporting, information flow, service delivery priorities and organisational planning.
- Contribute to long-term planning, including the development of initiatives geared toward excellence in service delivery, based on contemporary research on Children's Cultural and Linguistic Rights.
- Prepare timely and accurate reports to meet the requirements of the Leadership Team and the Board.
- Contribute to short and long-term organisational planning and strategy as a member of the Leadership team
- Other duties consistent with the role where required and/or requested by the Executive Director from time to time.

### Key Outcomes

- *fkaCS* projects are effective, efficient, timely, and meet the needs of the Children's services sector, funding bodies and purchasers.
- Recommendations for new products and projects are well researched, technically feasible and include full costings.
- Liaison with all staff and relevant external providers is effective.



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## Selection Criteria

The following criteria must be met for consideration for this position:

### Essential

- Demonstrated understanding and commitment to the objectives and values of *fkaCS*.
- Demonstrated experience in managing multiple projects and initiatives in the Community sector.
- A demonstrated commitment to a high professional ethical standards and a diverse workplace.
- Ability to work in a highly productive environment with time pressures and managing multiple tasks.
- Well-developed computer skills, including Microsoft Office.
- Strong interpersonal skills and an ability to work with a broad range of people from a variety of backgrounds and experiences.
- Ability to work autonomously, to exercise responsibility in order to meet deadlines.
- Demonstrated ability to take responsibility for a range of functions requiring a high level of knowledge and skills.
- Demonstrated ability to manage external subcontractors to ensure projects delivered on behalf of *fkaCS* are to a high standard, are outcome focused and accountable.

### Desirable

- Formal qualifications
- Experience in the not for profit sector
- Experience in the design and management of professional support projects
- Understanding of the Victorian Early Childhood Education and Care sector including quality and learning frameworks

## Job Complexity, Skills, Knowledge

### Level of Supervision/Independence

- Will work under limited direction from the others and exercise a degree of autonomy but seek assistance when required.
- Undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals.
- Will include a range of work functions, which will span more than one discipline and involve the control of projects/programs.
- Required to set priorities, plan and organise their own work and establish the most appropriate operational methods to achieve outcomes.



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- Will be required to exercise initiative and judgement where practices and directions are not clearly defined.
- Will take responsibility for keeping senior employees informed of progress.

### **Problem Solving and Judgement/Risk**

- Freedom to act governed by clear objectives.
- Knowledge of the role of the organisation and its structure and service/s.
- Ability to apply a body of knowledge including diagnostic skills and assessment of the best approach to a task.
- Required to set priorities and monitor work flows in their area of responsibility which may include establishing work methods and practice.
- May be required to exercise specialist judgement and/or contribute critical knowledge and skills where procedures are not clearly defined.
- Will provide expert advice to internal staff.

### **Professional and Organisational Knowledge**

Positions at this level demand the application of knowledge which is gained through qualifications and/or previous experience, including knowledge of organisational programs, policies and activities.

### **Policies and Workplace Practices**

All employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected that at all times, employees will:

- Be cognisant with and uphold the objectives and philosophy of *fkaCS*.
- Be respectful towards the organisation, colleagues, clients and the general public.
- Act collaboratively with all colleagues.
- Act in a safe and responsible manner at all times.

### **Other Requirements**

All *fka* Children's Services employees are required to:

- Have a current Police Check.
- Promote equality of opportunity and diversity for all employees, children's services staff, children and families and service users in line with the *fkaCS*' policies and practices.
- Maintain personal and professional development to meet the changing demands of the job, participate in activities, encourage and support other staff in their roles.



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