

# Position Description



<b>Title</b>	Principal Strategic Advisor – Central Highlands Homelessness Alliance
<b>Business Unit</b>	Resilient Communities – Ballarat, Barwon and Western Melbourne Central Highlands Homelessness Alliance (CHHA)
<b>Location</b>	105 Dana Street, Ballarat, Victoria 3550 (subject to change to another location within Ballarat). Some travel will be required.
<b>Employment type</b>	Full time, Maximum term until 30 June 2021
<b>Reports to</b>	Central Highlands Homelessness Alliance Executive Chair

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## About Central Highlands Homelessness Alliance (CHHA)

The CHHA covers six Local Government Associations: Ararat Rural City Council, City of Ballarat, Golden Plains Shire, Shire of Hepburn, Moorabool Shire Council, and Pyrenees Shire Council. The CHHA has developed from the Local Area Service Network (LASN), which was initiated when the state government brought in the Opening Doors Framework. The CHHA is made up from homelessness funded services in Central Highlands and executive membership from associated services.

The CHHA's role is to identify and prioritise regional issues to advocate for the Central Highlands area.

The CHHA uses a Collective Impact approach to provide specialist expertise and leadership to the homeless system across central highlands. Its objectives are to, use all evidence and data, including the consumer voice to lead, drive and build a service system that:

- Is client focused in its delivery,
- Encourages prevention and safety,
- Delivers quality, measurable outcomes, and
- Is innovative, creative and honest.

Approved by: (position [see delegations of authority policy])	Page 1 of 5	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

# Position description

## Principal Strategic Advisor

Currently, the Department of Health & Human Services and Premier and Cabinet provide funding to CHHA to undertake a range of activities including the engagement of the Principal Strategic Advisor and Children’s Resources Coordinator. This funding is held and managed by Uniting Victoria and Tasmania (Uniting), under an auspice arrangement with DHHS. The CHHA Executive provides overall direction for the role and appropriate supervision for the successful fulfilment of the key responsibilities and activities.

- The auspice provides human resource management and support to the role including provision of ample workspace, IT infrastructure, stationary and equipment as required.

### 2. Position purpose

The Principal Strategic Advisor (PSA) role is integral to the CHHA in supporting the common agenda by maintaining a deep understanding of the homelessness system and the broader policy environment. It provides high-level advice, advocacy and system integration between the levels of the CHHA (Strategic, Operational and Service Level).

### 3. Scope

**Budget:**

To be developed in conjunction with CHHA, and expended within the extent of authority.

**People:**

Provide supervision and support to any administrative or project support positions that are funded under the CHHA.

### 4. Relationships

**Internal:**

- CHHA Executive Chair
- CHHA Operational Chair

**External**

- Department of Health and Human Services
- Relevant federal, state and local government departments
- Members of the CHHA at executive and operational levels
- National, state and regional research, service delivery and policy bodies.
- Media and community organisations, as directed
- Other relevant community agencies
- Other PSA and Catchment positions as required

### 5. Key responsibility areas

**Service delivery**

- Support the CHHA to lead the implementation of relevant reforms and state-wide priorities and relevant initiatives in the region.
- Support transparent regional co-design processes and ensure the lived experiences of service users inform decision making and continuous improvement in service system design and response.
- Ensure clear communication and knowledge sharing across the homelessness sector system from response to prevention and with universal systems in the region.
- Maintain a deep understanding and knowledge of the broader policy environment and use this to influence and inform CHHA activity.

# Position description

## Principal Strategic Advisor



- Provide strategic guidance and administrative support to the CHHA Executive and Operational Committee.
- Provide strategic support in the translation and implementation of the CHHA Strategic Plan into the activities of the CHHA Working Groups (if required) including project development, delivery and evaluation activities.
- Provide leadership and strategic advice to other stakeholders including regional service providers, policy makers and researchers in the identification, development, coordination and promotion of activities that prevent violence against women and increase their safety.
- Provide leadership in external environmental scanning to inform the CHHA Strategic Directions and identification of priority issues.

### Strategic Leadership

- Support the coordination of the CHHA Strategic Plan development and review activities.
- Support the active involvement of CHHA members in the Committee’s activities including within its Working Groups.
- Support the active involvement of CHHA members in agreed networks and relationships across the region, with other PSA positions in Central Highlands and with relevant peak bodies.
- Actively identify funding opportunities that advance the CHHA Strategic Plan and support the Committee’s activities.

### Relationships and Partnership Development

- Work in close collaboration with the CHHA Executive.
- Contribute to the culture of decision-making processes incorporating cooperation, collaboration and shared accountability with CHHA members.
- Develop and strengthen networks and relationships across the CHHA community of interest.
- Coordinate with other relevant initiatives in the community, as appropriate and align strategies and actions.
- Represent the CHHA in key strategic relationships across the region, which contribute to the progress of the CHHA Strategic Plan.
- Maintain an understanding of the intersection between the CHHA Strategic Plan and activities and their relationship to the policy environment.
- Establish positive working relationships with all member organisations as well as representatives from government and other key stakeholders.
- As directed, attend and participate in appropriate networks, meetings, forums, conferences etc., as they relate to and support the work of the Committee.

### Capacity Building and Advocacy

- Facilitate opportunities that demonstrate, promote and support the use of best practice and innovation to inform practice, policy and service development within a Collective Impact framework.
- Represent the CHHA in research and other activities that are based on evidence, or are innovative and will build the evidence base.
- Ensure relevant CHHA activity supports knowledge building and evidence based practice for the purpose of capacity building and advocacy.
- Identify service system gaps and limitations and support the work to resolve these.

### Communication and Reporting

- Support the development of the CHHA Communication Strategy.
- Ensure all CHHA communication including the newsletter, website and media releases utilise the best available information and are evaluated routinely to ensure relevance and quality.
- Provide leadership on the development of the CHHA reporting activities to the funding bodies.

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### Governance and Management

- Develop and maintain a work plan (in consultation with the Chair) and use this to provide regular updates on PSA activity to the Executive and Operational Committee.
- Support the smooth preparation and running of Committee and working group meetings and activities, including scheduling for both Executive and Operational committee meetings

### Personal accountability

- Comply with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## 6. Person specification

### Qualifications

- Tertiary qualification in Social Work, Welfare, Community Development or related discipline is highly desirable.

### Experience

- Extensive experience working in and/or around the Housing and Homelessness Sector
- Experience in developing strategic plans, operational objectives and executive level secretarial support
- Demonstrated experience in project management, preferably in the not-for-profit and/or government sectors.
- Experience in working across networks of services, preferably in Government or the not for profit sector.

### Core selection criteria

- Well-developed understanding of the current political context and service systems relating to homelessness in Victoria and the ability to translate this knowledge to a broad audience.
- Experience and knowledge of working within a partnership governance framework, including relationship building, reporting and communicating with all stakeholders and government.
- An understanding of Collective Impact approach, partnership development and relevant evaluation methods.
- Strong skills in research, writing, data presentation and media messaging.
- Proven ability to communicate complex theoretical frameworks into evidence-based practice.
- Proven ability to develop and maintain positive, long-term relationships with key stakeholders.
- Significant experience in the provision of high quality advocacy or policy advice to government experience in managing a small team.
- Strong skills in managing competing demands and prioritising work and the ability to progress and achieve activities and tasks within an agreed work plan.
- Advanced IT, computer and data collection skills.

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## Principal Strategic Advisor



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### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

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### 8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		