



Senior Project Officer, Centre for Cultural Diversity in Ageing

Position Description

EMPLOYMENT TYPE	Part Time(0.8FTE)
CONDITIONS	Fixed term contract to 30 June 2022, in line with external funding
TEAM	People, Culture and Diversity
REPORTING RELATIONSHIPS	Reports to: Manager, Centre for Cultural Diversity in Ageing Direct Reports: Nil

Our Vision

A positive, fulfilling experience of ageing where everyone has the opportunity to live their best life.

Role Purpose

The Senior Project Officer, Centre for Cultural Diversity in Ageing (CCDA), is responsible for supporting the leadership of the Centre and delivery of the objectives agreed with the Department of Health under the Partners in Culturally Appropriate Care (PICAC) program.

The program aims to:

- Improve partnerships between aged care service providers, culturally and linguistically diverse communities and the Department of Health; and
- Ensure the special needs of older people from diverse, cultural and linguistic backgrounds are identified and addressed.

The PICAC program provides funding to an organisation in each state and territory. Benetas is currently the recipient of this funding for Victoria. These organisations form part of the PICAC Alliance. The Manager will contribute effectively to the Alliance which aims to be a voice and discussion conduit into information, training and resources about culturally inclusive practice in aged and community care services.

The Senior Project Officer is responsible for the delivery of projects run at the CCDA in line with key performance indicators as agreed in contractual work plans and budget. The Senior Project Officer may also be involved in networks and stakeholder groups and other external forums and committees, which can demand flexibility to travel as required.

ORGANISATIONAL CONTEXT

Benetas is a not for profit organisation dedicated to supporting older Victorians and their friends and carers through a range of services. Our services include a network of residential aged care homes, independent living villages, as well as respite and home care services. We also provide In Home Nursing services for people of all ages and Allied Health services in the Gisborne Oaks region. We are proud of the significant impact we make to the community through our commitment to research and advocacy on behalf of older people as well as our One Wish program and Hardship fund. Benetas was founded by the Anglican Diocese of Melbourne in 1948.

Benetas is also committed to its people. Seventy-nine per cent of Benetas staff say Benetas is ‘A truly great place to work.’ We care about our people’s health and wellbeing and invest significantly in their development. We take pride in being a diverse and inclusive employer. We respect and value differences and we encourage people of all ages and backgrounds to apply. Benetas is a recognised leader in Gender Equality, having been awarded an Employer of Choice citation by the Workplace Gender Equality Agency for 15 years in a row.

Further details about the Centre for Cultural Diversity in Ageing can be found at:

<http://www.culturaldiversity.com.au/>

POSITION SPECIFIC RESPONSIBILITIES

Key Result Areas	Expectations
PICAC Program	<p>Contribute to the oversight of general service delivery - including supporting policy, design and delivery of initiatives that support the provision of inclusive services in aged care.</p> <p>Contribute to networks as required.</p> <p>Manage projects relating to delivery of training, workshops and events.</p> <p>Project management relating to resource development and dissemination activities.</p> <p>Contribute to monitoring and reporting requirements twice a year to the Department of Health on progress made with program objectives.</p>
PICAC Program - Website	<p>Networking and promotion of activities and information including those delivered by other PICAC organisations.</p> <p>Leading content development for the quarterly newsletter.</p>
Maintaining partnerships	<p>Collaborate effectively as part of the PICAC Alliance, building and maintaining partnerships that foster success.</p> <p>Build and maintain relationships with Department of Health Officers and manage complex stakeholder relationships.</p> <p>Work in close partnership with organisations such as the Ethnic Communities Council of Victoria (ECCV), Federation of Ethnic Communities Council of Australia (FECCA), Leading Aged Services Australia (LASA), and others as required.</p>
Advocacy	<p>Deliver an advisory function in this specialised area of expertise.</p> <p>Contribute effectively to a variety of external advisory committees and advocate on behalf of older Australians from Culturally and Linguistically Diverse (CALD) backgrounds.</p> <p>Contribute to consultation processes as required - both internally and externally.</p>
Other consultancy	<p>Contribute to the design and delivery of programs under any other external consultancy agreements, as required.</p>

SELECTION CRITERIA

Qualifications	
<ul style="list-style-type: none"> A tertiary qualification, ideally at postgraduate level, in a relevant field together with extensive relevant experience. 	
Essential Skills and Experience	Personal Attributes
<ul style="list-style-type: none"> Experience in leading a detailed program of work in a specialised field, preferably as part of a Centre of Excellence/Expertise or similar Expertise and some knowledge of issues experienced by older Victorians and communities from CALD backgrounds Experience of advocacy and advisory services on behalf of disadvantaged individuals and communities Effective stakeholder and relationship management skills Ability to collaborate and network in complex partnership arrangements Experience in leading policy and resource development Highly effective communication and interpersonal skills Excellent planning, budgeting, reporting and time management skills Understanding of contemporary approaches to learning and building capability 	<ul style="list-style-type: none"> Strong work ethic, personal integrity and demonstrable commitment to social justice Leadership capability that inspires high performance in self and others Ability to develop strong working relationships by building credibility, respect and rapport with stakeholders Adopt a positive attitude, that is proactive and collaborative Flexible and adaptable in a dynamic working environment with the ability engage and influence to achieve personal and professional goals Committed to organisational values and the Customer Experience Vision and Principles Technology savvy
Desirable qualifications / experience	
<ul style="list-style-type: none"> Certificate IV in Training and Assessment Leadership of conference development/events organisation Experience working with older people, community organisations and aged care services 	

CORE BEHAVIOURS APPLICABLE TO ALL EMPLOYEES

Key Result Areas	Key Tasks/ Behaviours
Living our values in the way we behave and interact with others	<p>Respect - Takes time to understand and value each person and respects their choices</p> <p>Community - Builds strong relationships amongst stakeholders by working together in an open, involving way</p> <p>Spirit - Builds a positive energetic culture dedicated to creating fulfilling life experiences for older people</p> <p>Responsibility - Acts with integrity toward our clients, their families and carers and the broader community</p>
Leadership and Team	<ul style="list-style-type: none"> Leads by example Maintains a positive approach that promotes confidence in those around them Is open to feedback Achieves agreed work goals Builds and maintains effective relationships with clients, families and colleagues
Health, Safety and Environment	<ul style="list-style-type: none"> Displays responsibility for self, team and environment Demonstrates positive approach to own safety and safety of others Achieves agreed work goals relevant to health, safety and environment
Continual Improvement: Quality and Sustainability	<ul style="list-style-type: none"> Responds to the needs of customers and the changing environment in which our services operates Takes initiative in making improvements to work processes Actively seeks new ideas and improvement Demonstrate evidence of continual improvement activities Strives for best practice Embraces and adapts to change
Professional and personal development	<ul style="list-style-type: none"> Takes responsibility for driving own professional development, expertise and personal development Completes all relevant on and off-the-job learning experiences

Evidence of the right to work in Australia

All Benetas team members must provide evidence of their valid working rights. Appropriate evidence includes an Australian/ New Zealand birth certificate or passport, Citizenship certificate, Permanent residency certificate or an International passport with evidence of a valid working visa. All visas are subject to a Visa Entitlement Verification Online (VEVO) check.

Police check

All Benetas appointments are subject to a satisfactory police check, and a statutory declaration for those people who have lived overseas over the age of 16 for more than 12months.

Influenza Vaccination

All Benetas roles are subject to obtaining and maintaining annual influenza vaccinations. Evidence must be provided as a condition of employment.

Working in good company