

## POSITION DESCRIPTION

### POSITION OBJECTIVE:

This role will oversee a range of key strategic projects for VCOSS which aims to build the community sector workforce and industry development. This position will act as a key VCOSS contact for government, VCOSS members and other stakeholders.

### POSITION DETAILS:

<b>Position Title</b>	<b>MANAGER – WORKFORCE AND INDUSTRY DEVELOPMENT</b>
<b>Classification</b>	Level 5.1 to 5.7
<b>Salary Range</b>	\$96,152–\$118,205
<b>Status</b>	Full-time
<b>Term</b>	2 years
<b>Reports to</b>	Deputy CEO
<b>Located</b>	Level 8, 128 Exhibition Street, Melbourne
<b>Last updated</b>	January 2019

---

## THE ORGANISATION

The Victorian Council of Social Service (VCOSS) is the peak body of the social and community sector in Victoria. VCOSS members reflect the diversity of the sector and include large charities, peak organisations, small community services, advocacy groups, and individuals interested in social policy.

In addition to supporting the sector, VCOSS represents the interests of vulnerable and disadvantaged Victorians in policy debates and advocates for the development of a sustainable, fair and equitable society.

## THE WAY VCOSS WORKS

- We act ethically
- We lead and support collaborative initiatives for a thriving community sector
- We maintain productive relationships across the political spectrum
- We work in collaboration with our members
- We are transparent in our work and we consult widely
- We value and draw on the direct experiences of people affected by poverty and inequality
- We draw on the wisdom and expertise of our diverse member base
- We promote and advance the research and evidence base to drive advocacy priorities

## **KEY ACCOUNTABILITES**

1. Manage a range of strategic projects to support the workforce and industry development of the Victorian community services sector. This includes the Community Traineeships Pilot Program which will support 200 young people facing disadvantage to secure traineeships in community services organisations and the development of a Community Services Learning Hub.
2. Support the coordination between the activities of VCOSS and the VCOSS/RMIT Future Social Services Institute to ensure VCOSS members can access a range of workforce and industry development opportunities.
3. Conduct industry needs analysis and ensure linkages are made across VCOSS portfolios.
4. Provide project management mentoring, support and advice across VCOSS to ensure project management capability is built across the organisation.
5. Work in collaboration with VCOSS members including other peak bodies to support the development of the Victorian community sector.
6. Develop new initiatives to support workforce development in the sector including funding submissions and proposals, and end to end project management.
7. Forge new partnerships with business, sponsors and philanthropy to enhance the capacity and diversified revenue of VCOSS.
8. Support the CEO and Deputy CEO in strategic stakeholder relations.

## **ORGANISATIONAL RELATIONSHIPS:**

<b>Reports to</b>	Deputy CEO
<b>Supervises</b>	A small staff of up to three people
<b>External Liaison</b>	Relevant VCOSS members, government agencies and other stakeholders

**COMPETENCIES:**

**Accountability and extent of authority:**

Accountable to the Deputy CEO, subject to the powers delegated in accordance with the Delegated Authority Policy.

**Judgement and decision making:**

Responsible for decisions, recommendations, reports and advice given to VCROSS management team, staff, other stakeholders on relevant policies, processes and practices.

**Specialist knowledge and skills:**

The position requires extensive experience in the following areas:

- government relations and knowledge of government priorities, policies and strategies
- excellent written and verbal communication skills and demonstrated ability to manage a range of projects
- the ability to confidently address and negotiate with groups and individuals
- sound political acumen.

**Management skills:**

This manager must demonstrate the ability to:

- manage time
- set priorities and plan and organise work to be undertaken to achieve targets in the completion of a diverse range of activities
- ability to lead, motivate and develop other employees
- develop project budgets in consultation with VCROSS management
- strong strategic, management, and business and project planning and management skills
- manage projects from conception through to delivery.

**Interpersonal skills:**

This manager must have:

- highly developed interpersonal skills with the ability to liaise with and collaborate with all levels of management, staff and stakeholders
- ability to build strong relationships and partnerships with relevant stakeholders
- excellent written and verbal communication skills
- ability to discuss and resolve problems, both internally and externally.

**Qualifications and experience:**

This manager must have:

- experience working engaging and developing relationships with the community sector
- demonstrated experience in the development of policies and strategies
- tertiary qualifications in a relevant discipline highly regarded.

**KEY SELECTION CRITERIA:**

1. Experience in workforce development and planning
2. High level written and analytical skills with a track record in project management.
3. Proven ability to develop and maintain effective partnerships with a diverse range of stakeholders.
4. Excellent organisational skills with flexibility to prioritise a range of competing demands and work to deadlines.
5. Highly developed interpersonal and diplomacy skills, with the ability to work independently or as part of a collaborative team.
6. Experience in securing new funding and managing a range of projects.
7. Understanding of the Victorian community sector would be highly regarded.
8. Knowledge and a commitment to the objectives and values of VCOSS and a capacity to represent VCOSS views as required.
9. Relevant tertiary qualification or equivalent.