

Position Description

Project Lead – Sector Support & Development

About Us

The Ethnic Communities' Council of Victoria Inc (ECCV) represents the voice of multicultural Victoria. We are a community-based, member-driven peak body for ethnic and multicultural organisations committed to empowering people from migrant and refugee backgrounds. Our vision is to help build a culturally diverse and harmonious society that is just, fair, and inclusive for all Victorians.

Position Specification

Position:	Project Lead – Sector Support & Development
Reports to:	Ageing Well Lead
Hours:	0.6 FTE (3 days per week)
Term:	30 June 2023 (possibility of extension)
Salary:	Level 5 - Social, Community, Home Care and Disability Services Industry (SCHCDSI) Award 2010

Position Statement

The Project Lead – Sector Support & Development position is responsible for delivering the 'Aged Care Sector Support and Development Project.' This project provides a platform for bringing together aged care providers in the multicultural sector for the purposes of sharing information and resources about aged care reforms, promoting good practice in meeting the needs of older migrant and refugees, and raising and addressing issues of concern to the sector. The role includes coordinating key aged care sector networks and committees, managing stakeholder engagement, and contributing to aged care reform policy.

Key Responsibilities

a) Stakeholder engagement

- Build and manage relationships to promote the needs of older people from migrant and refugee backgrounds in Victoria.
- Engage and collaborate with aged care service providers in the multicultural sector to provide information, advice and support related to aged care sector reforms and the new Support at Home Program.
- Help increase CHSP provider capability and improve quality of service delivery with CALD communities in line with the Aged Care Quality Standards.
- Engage with government, peak bodies, advisory committees, and aged care organisations to ensure the needs of service providers in the multicultural sector are recognised and supported.

- Facilitate consultation processes with relevant stakeholders to inform system reforms and policy development, including government, service providers, and migrant and refugee communities.
- Provide input into aged care sector reform policy and planning through relevant conferences, forums and networks and support service providers to provide input to the policy makers as relevant.

b) Networks coordination

- Coordinate ECCV led network meetings, peer support and professional development for aged care sector providers and workforce as relevant.
- Disseminate reform related information and contribute to the effective transition of the aged care sector reforms.
- Collect and maintain data relevant to network and committee membership and participation.

c) Project coordination

- Coordinate and implement contracted project deliverables in line with approved workplans.
- Collect data and prepare reports on project developments and activities in line with project deliverables.
- Meet contractual obligations and reporting requirements as relevant to the program/project.
- Arrange meetings, workshops, events and provide other support as required to meet project objectives.
- Liaise with funding bodies as required.

d) Policy development

- Contribute to ECCV's policy development and advocacy in the areas of ageing, carers and disability.
- Undertake consultations with key stakeholders as required.
- Collect data, undertake research, and prepare policy papers and statements as required.
- Undertake other duties as directed.

Key Selection Criteria

1. Qualifications and experience

- Tertiary qualification in social work, public policy, social sciences, health sciences, community development or equivalent experience.
- At least 3 years of relevant work experience and solid understanding and knowledge of the overall aged care service system.

2. Knowledge and skills

Essential

- Demonstrated understanding of the needs and circumstances of older people from migrant and refugee backgrounds in relation to aged care.
- Strong working knowledge of the aged care sector, particularly the Commonwealth Home Support Program, and the needs of aged care providers in the multicultural sector.

- Ability to work cross-culturally and draw insights from community and lived experience to apply to practice, policy and system design.
- Demonstrated skill in using evidence, research and analysis to develop insights and influence practice and decision-making.
- Ability to build professional relationships with a broad range of stakeholders, including engaging and influencing decision makers to promote policy or systemic change.
- Strong organisational skills, with demonstrated capacity to manage a complex workload, with competing priorities and tight deadlines.
- Positive and proactive attitude, with a demonstrated capacity to develop and implement solutions in a complex and challenging context.

Desirable

- Experience in the aged care, disability and/or carer support sectors.
- Knowledge of government aged care reform agenda.
- Experience working with the aged care sector.
- Experience in developing and/or delivering professional development, training and/or capacity building.

Personal qualities

- Actively engages with peers and others to build productive relationships based on mutual respect, collaboration and trust.
- Interest in and knowledge of a range of cultures and a curiosity to understand the views of others.
- Demonstrated commitment to ECCV's values and temperament for engaging in behaviour that is values driven.
- Demonstrated commitment to achieving common objectives of the ECCV and drive and energy towards achieving work targets.
- Perseverance in achieving objectives despite limited resources, tight deadlines and occasional setbacks.

Conditions

- All conditions are in line with the SCHCADS Award.
- All employees are required to have a Working with Children Check and Police Check.
- The role is subject to periodic professional review and development.
- Some weekend and after-hours work may be required for which time-in-lieu can be claimed.
- People from migrant and refugee backgrounds are strongly encouraged to apply.

To apply, please submit your resume, cover letter, response to key selection criteria, and any additional supporting documents by email to eccv@eccv.org.au. Applications close at **11.59pm on Sunday, 3 December 2023**. Only shortlisted candidates will be contacted for an interview.

Approved

Mo Elrafihi
 Chief Executive Officer
 14 November 2023