

## Western Australian Council of Social Service Inc

### Position Description

<b>Position Title</b>	<b>Pilbara Manager</b>
<b>Classification Level</b>	<b>SCHADS Industry Award 2010 WACOSS Staff Agreement Salary Scale - Level 5 (\$94,201 - \$97,970 per annum) Full time, 76 hours per fortnight</b>
<b>Reporting line and roles under direct responsibility</b>	<b>Deputy Chief Executive Officer</b>

#### **ORGANISATIONAL CONTEXT:**

The Western Australian Council of Social Service (WACOSS) is a peak body for the not-for-profit community sector in Western Australia. WACOSS provides independent and informed policy advice, and plays a key coordination and leadership role for the sector. We work on behalf of disadvantaged people and communities towards achieving social justice in WA. Policy, advocacy and sector support is central to WACOSS' role and is a critical mechanism the organisation uses to shape and impact decision making, public debate and outcomes in the interests of vulnerable people in WA.

The Pilbara Manager plays a key role in the Council aimed at ensuring that in the region WACOSS is:

- Strong and connected
- An influential voice in addressing vulnerability and inequity
- Leader in enabling good community service practices
- An organisation that drives positive change for all West Australians

#### **KEY PURPOSE:**

Lead and support coordinated community service delivery in the Pilbara; play a key role in the identification and implementation of new partnership opportunities and innovations in local service provision; and contribute to ensuring that the needs of the sector and region are known and represented in state and national social policy.

**KEY RESPONSIBILITIES:**

<p><b>Community development</b></p>	<ul style="list-style-type: none"> <li>• Provide strong leadership and representation for WACOSS in the Pilbara region</li> <li>• Network and build positive relationships with relevant human service, business and government representatives and other community decision makers</li> <li>• Support and enhance existing inter-agency and stakeholder networks and forums</li> <li>• Broker new cross region and sector strategic alliances, joint initiatives and partnerships, including collective impact and place based service delivery</li> <li>• Facilitate the updated mapping of Pilbara service providers and other community resources, and identification of gaps in services and unmet community needs</li> <li>• Assist in establishing mechanisms for cross sector and region communication, and sharing of information and other resources</li> <li>• Contribute to enhancing the capacity of service providers in the region, including governance, program sustainability and workforce development</li> </ul>
<p><b>Social policy and advocacy</b></p>	<ul style="list-style-type: none"> <li>• Lead and support the renewed development of a shared vision and strategic plan for community service delivery in the Pilbara region, and activities to achieve this</li> <li>• Ensure a cohesive voice advocating the unique priorities of the sector and region, and greater inclusion of Pilbara service delivery and community needs into state and national social policy</li> <li>• Facilitate community services sector and other regional stakeholders to participate in the development of relevant social policies and programs</li> <li>• Ensure that local lived experiences remain central to informing social policy and advocacy</li> </ul>
<p><b>Business development and management</b></p>	<ul style="list-style-type: none"> <li>• Identify and support business development initiatives</li> <li>• Contribute to the preparation of relevant organisation tenders, submissions and reports</li> <li>• As a member of the Management Team, assist with organisational planning and reporting to the Board</li> </ul>
<p><b>WACOSS</b></p>	<ul style="list-style-type: none"> <li>• Participate in team meetings, the development of strategic and operational plans and other internal processes as required</li> <li>• Maintain and improve WACOSS internal communications channels</li> <li>• In accordance with the Performance Development Planning and Review Policy, develop a Work Plan that aligns activities and tasks with WACOSS strategic priorities</li> <li>• Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work</li> <li>• Demonstrate commitment to WACOSS Mission, Vision and Values</li> </ul>
<p><b>Other duties</b></p>	<ul style="list-style-type: none"> <li>• Other tasks as appropriate, relevant and directed</li> </ul>

## **SELECTION CRITERIA:**

### **Essential**

#### **Experience and knowledge**

- Experience working within a community service organisation at senior management level
- Understanding of issues impacting on the community services sector and consumers in regional WA
- Knowledge of current Government and non-government directions in social policy and trends in service delivery
- Demonstrated success in identifying and initiating community service development opportunities
- Experience in working with a broad range of stakeholders, including senior government and not-for-profit managers, business leaders and the public

#### **Attributes and skills**

- Excellent interpersonal, relationship building and management skills
- Considerable influencing and negotiation skills to advocate and lobby on behalf of the Pilbara community services sector and region
- Highly developed written and verbal communication skills, including demonstrated ability to produce quality reports, submissions, and plans
- Ability to work independently, and use initiative to problem solve
- Capacity to be responsive to fast-paced and changing work environments
- Excellent computer skills including the MS Office suite

#### **Other**

- Relevant tertiary qualification
- Current Police Clearance
- Current driver's license
- An ability to support and operate within the WACOSS Mission, Vision and Values

### **Desirable**

- Excellent knowledge of community service delivery providers and stakeholders in the Pilbara region