

POSITION DESCRIPTION – Director, Services Development



ROLE OVERVIEW

JOB TITLE	Director, Services Development
TEAM	Services
LOCATION	Doveton Central Office
REPORTS TO	Executive Director, Services

GENERAL ROLE DESCRIPTION

This is a leadership role that sits within the Our Place Services group and reports to the Executive Director Services. The role also works with the Our Place Leadership team to further explore and develop key systems change approaches required to support the sustainable implementation of the Our place approach

Working with the Executive Director, Services this role also engages collaboratively with Our Place leadership and key members of government at local, state and federal levels to identify and strengthen opportunities for further policy development in areas the underpin the Our Place approach.

The role is also responsible for direct oversight and support for the Northern Bay, Carlton, Westall and Robinvale sites.

DUTIES & RESPONSIBILITIES

Working with the Executive Director Services:

- Explore and develop a program of priority actions needed to extend internal and external understanding of systems change and the role of Our Place within this
- In collaboration with the Leadership team, lead systems thinking as it relates to the Our Place approach through the development of discussion papers and events to raise awareness and build sector capacity
- Represent Our Place with relevant government stakeholders on issues pertaining to Our Place and advocate on key issues as needed
- In consultation with the Director, Services Implementation, review site strategic plans to ensure consistency and fidelity to the Our Place vision, approach and priorities
- In consultation with the Leadership team and working collaboratively with the Director, Services Implementation, identify future opportunities within the Our Place approach
- Working with Director Capability, provide input into professional development events for staff, site partners and other stakeholders
- Line manage site teams in Northern Bay, Carlton, Westall and Robinvale - provide direction, support and accountability
- As required project manage the development and delivery of a range of strategic initiatives to support Our Place
- Develop reports, papers, and presentations to support site staff, the Leadership team and the organisation, as required

SKILLS & ABILITIES

- Genuine concern and passion for the improving the well-being and opportunities available to families and communities.
- Exceptional ability to take the concepts of systems redevelopment and empower the Services team to understand how these apply in implementation
- Exceptional stakeholder engagement skills, ability to engage confidently with the machinery of government at local, state and federal levels
- Exceptional communication skills – verbal and written, determine appropriate methods / styles to suit the audience and convey complex issues with clarity, brevity and confidence
- Well-developed project management skills, able to prioritise competing interests and deliver outcomes in a fluid and changing environment
- Apply strategic thinking to align solutions to organizational priorities to support the delivery of long-term objectives
- Well-developed people leadership skills, with demonstrated capacity to engage and empower staff and consultants to deliver outcomes on time and budget
- A strongly developed collaborative approach to working with a range of teams and groups

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EXPERIENCE & QUALIFICATIONS

- Strong familiarity in systems redevelopment and implementation with broad experience across diverse areas including early childhood and education sector, health sector, social investment, philanthropic and/or social change
- Well developed understanding and strong experience engaging with the machinery of government at local, state and federal levels
- Qualifications in public policy /education / early childhood/other relevant tertiary qualification.

WORKING CONDITIONS

WORK ENVIRONMENT	Director, Services Innovation will generally be based at the Our Place central office in Doveton and will be required, from time to time, to undertake site visits.
HOURS / SHIFTS	Generally 7.6 hours per day, five days a week and reasonable additional time as required.
CHILD SAFETY	It is a condition of employment that staff provide a current Working With Children Check and Police Records Check prior to commencing. All employees must adhere to the Child Safe Policy at all times.
BENEFITS	Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexibility and part time / flexible work arrangements are supported where possible in accordance with Our Place policies.
OTHER	The role is likely to have minimal activities during school holidays so additional employee-funded leave of up to four weeks – or leave without pay – may be available. Please refer Employee-Funded Leave Policy for more details.

Application process

Please send a current CV with a covering letter outlining your relevant skills, experience and suitability for this role.

Contact

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Executive Director, Services

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