



21 Carrington Road Marrickville NSW 2204  
 PO Box 604 Marrickville NSW 1475  
 Tel: (02) 9559 5299  
 Web: [www.absec.org.au](http://www.absec.org.au)

## Project Manager, ACCO Support

Key Position Information	
Job Title:	<b>Project Manager, ACCO Support</b>
Business Unit:	<b>Sector Operations</b>
Location:	<b>Sydney, NSW</b>
Reports To:	<b>Director, Sector Operations</b>
Status:	<b>Fixed Term, Full Time (35 hours / week)</b>
Salary	<b>SCHADS Level 5, \$110,000.00 plus superannuation, commensurate with experience (not-for-profit salary packaging available)</b>
Financial Delegation	<b>TBC (total budget to be determined)</b>
Direct reports:	<b>Senior Project Officer, ACCO Support, Practice Support Officer, ACCO Support</b>

### About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

### Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

### Our Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do

- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

### Role Purpose

The Project Manager, ACCO Support is responsible for specific projects that deliver on Growth & Partnership objectives and align with AbSec goals. The Project Manager is expected to be involved in all areas of program development, implementation and evaluation and will lead a small team to ensure successful completion of program objectives and specific projects that provide practice support and sector capacity development. This role will be required to establish and maintain strong relationships with ACCOs, build AbSec’s profile and provide high level advice to the executive, contributing to the development of the organisations strategic direction.

### Position Requirements

- A minimum of 2 years’ experience in a related project practice support and/or accreditation development.
- Tertiary qualifications in social services field or associated area is desirable but not essential.

Function	Accountabilities
<b>Strategic</b>	<ul style="list-style-type: none"> <li>▪ Oversee projects within the organisation to respond to emerging direction for Aboriginal child and family supports.</li> <li>▪ Contribute to and develop strategy at different levels of the organisation.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Develop and deliver program related materials that supports successful implementation of program objectives.</li> <li>▪ Work closely with Aboriginal community-controlled organisations, communities and government agencies to enhance successful delivery of AbSec goals and objectives.</li> <li>▪ Oversee the management, coordination and delivery of related projects and priorities as identified by the Chief Executive Officer to meet AbSec obligations to its stakeholders.</li> <li>▪ Work closely with DCJ on the co-design of the Growth &amp; Partnership model.</li> <li>▪ Management and coordination of project team within program areas and encouragement of collaborative approach to projects within the organisation more broadly.</li> <li>▪ Operate against approved plans with clear timeframes for delivery, taking a risk management approach and informing the chief Executive Officer of delivery risk at the earliest possible point.</li> <li>▪ Develop and undertake extensive and meaningful consultation processes to ensure delivery of program objectives that are balanced and inclusive of stakeholder views, including Aboriginal agencies, communities, children and young people, families and government agencies.</li> <li>▪ Maintain and advocate for the highest level of cultural competency, safety and integrity throughout all program areas and projects.</li> <li>▪ Delivery of program milestones against an approved Human Services agreement, service delivery plan and work plans.</li> <li>▪ Demonstrated delivery of outcomes through quarterly and annual reporting commitments</li> <li>▪ Implement project activities within a timely manner.</li> <li>▪ Assuming responsibility for allocated work and delivering successful results taking a risk management approach.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>
<b>Organisational Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with managers and team members a to achieve program outcomes</li> <li>▪ Act in accordance with AbSec’s values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.</li> <li>▪ Comply with AbSec Policies and Procedures</li> <li>▪ Participate in organisational and professional development activities as directed.</li> </ul>

<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Chief Executive Officer, Directors, Managers, and all staff to ensure robust input into activities.</li> <li>▪ Project team to contribute to directions and implementation activities on organisational objectives.</li> <li>▪ Stakeholders including government agencies and NGOs.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies.</li> <li>▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives.</li> </ul>
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### Selection Criteria

**The occupant of this position will be able to demonstrate the following criteria:**

- Demonstrated understanding of the issues facing the Aboriginal sector and delivery of quality services to meet outcomes for clients in a sustainable and viable way.
- Demonstrated understanding of the child protection and out of home care systems in NSW, including policies and procedures that exist that govern service delivery.
- Ability to engage with Aboriginal communities, children and young people, families, agencies, and government agencies to discuss project objectives.
- Knowledge and understanding of effective project management approaches, with experience in achieving successful projects against a plan.
- Effective communication skills, including the ability to negotiate an outcome and leverage opportunities to form strong partnerships, as well as demonstrated written communication skills within a project management context.
- Knowledge and understanding of the cultural practices, values and issues that affect Aboriginal people in today's society.
- Demonstrated experience in research and analysis of policy and practice settings, policy development, systemic advocacy, and project management.
- Strong interpersonal, networking and negotiation skills.
- Demonstrated political awareness and astuteness.
- Proven ability to conduct research, analysis, interpret data and information, and evaluations to meet project initiatives and outcomes.
- Effective verbal and written communication skills with attention to detail, and the ability to communicate with a diverse audience.
- Sound computer skills in Microsoft Office products.
- **The following are desirable:**
- Aboriginality is strongly preferred.
- Experience working in the community sector.

### Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and an NSW Working with Children Check.
- A "C class" driver's licence is essential.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged.