

POSITION TITLE:	Senior Practitioner Sector Capability Building		
REPORTS TO:	Manager – Policy and Sector Capability Building Portfolio		
POSITION CLASSIFICATION:	Fixed Term - 2025		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
LOCATION:	Carlton	APPROVED BY:	James Wynd
SALARY:	SCHADS Level 6 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 10.5% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	August 2022

About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home

About the Program Area

CMY's **Knowledge Advocacy and Service Innovation** area builds the evidence and collates information to share with practitioners and policy makers. This evidence helps us design programs that address contemporary challenges, create appropriate opportunities and develop stronger communities.

POSITION SUMMARY:
<p>The Senior Practitioner Sector Capability Building is responsible for ensuring the successful achievement of the strategic deliverables of capability building in cultural inclusion for sectors and organisations working with young people from multicultural backgrounds. The position will provide cohesive and effective leadership and is responsible for ensuring an effective training and resources team to provide improved outcomes for young people from refugee and migrant backgrounds. The position will also work with teams across CMY to coordinate training needs.</p> <p>The Senior Practitioner Sector Capability Building will:</p> <ul style="list-style-type: none"> • Lead design of initiatives to ensure approaches are flexible to local needs and resources; • Build knowledge, skills and practice of sectors and organisations working with young people from multicultural backgrounds; • Ensure training workshops are delivered in line with CMY's principles and relevant frameworks. This includes delivery of training to different sectors including education, justice, settlement and mainstream youth services; • Lead continuous development and evaluation of capability building tools for the sector; • Responsible for the development and implementation of evaluation activities to enable continuous improvement on training delivered; • Review and update existing CMY's resources to support the sector in developing good practice, and plan and develop new resources including online and printed resources, information sheets, toolkits and training resources; • Develop, nurture and maintain relationships, both internal and external, that contribute to achieving program area and organisational success

- Provide proactive leadership and people management
- Effectively manage quality and risk and monitoring and evaluation

This position will support the **Policy and Sector Capability Building** portfolio.

The Policy and Sector Capability Building portfolio sits within the broader Knowledge, Advocacy and Service Innovation area and has been established to lead, coordinate and manage the delivery of CMY's policy development and sector capability building programs, projects and the respective teams. This includes the Policy and Evaluation team, Sector Capability Building team, and MY Education. The role will be accountable for the capability building services.

JOB RESPONSIBILITIES:

Role Competencies	Responsibilities
Operational Management and Team leadership	<ol style="list-style-type: none"> 1. Lead design of initiatives to ensure approaches are flexible to local needs and resources; 2. Lead continuous development and evaluation of capability building tools and approaches for the sector; 3. Implement the strategic delivery of capability building in cultural inclusion for sectors and organisations working with young people from multicultural backgrounds; 4. With the portfolio manager, market capability building services to existing and new markets in line with the business development strategy; 5. Monitor, review and continually contemporise CMY's resources to curate cutting edge resources to support good practice in the sector, and plan and develop new resources including online and printed resources. 6. Develop and provide overall leadership and coordination for all direct reports. 7. Develop a team culture of collaboration, knowledge sharing, cross skilling and problem solving through coaching, supervision and supporting team members to ensure they are making a meaningful contribution to overall success 8. Quality assurance of services and products 9. Prepare and monitor program and project budgets 10. Prepare reports, briefs and papers on behalf of the Manager for various audiences including but not limited to the CMY Board, government bodies and other partners 11. Be a change champion to ensure CMY's goal of developing an integrated, agile organisation is achieved
Partnerships	<ol style="list-style-type: none"> 1. Promote and maintain positive relationships with internal and external stakeholders including funding bodies, community and agency partners 2. Represent CMY on committees, forums and networks as required
Communications	<ol style="list-style-type: none"> 1. Contribution to and participation in effective internal communication channels to meet organisational needs 2. Be responsible for the consistent organisational 'voice' and CMY branding when representing CMY
CMY Policy & Procedures Framework	<ol style="list-style-type: none"> 1. Ensure staff team awareness, training and compliance in policy and procedures 2. Contribute to organisation quality assurance and risk management policy and procedures and ensure that these are effectively implemented in the team 3. Abide by the policies and procedures of CMY and operate within the Code of Conduct
Personal Effectiveness	<ol style="list-style-type: none"> 1. Perform all tasks in line with CMY values of Participation, Diversity and Human Rights 2. Consistent with the strategic directions of CMY carry out all other duties as directed by portfolio manager.

POSITION REQUIREMENTS:

- The ability to use initiative, think laterally and strategically, meet deadlines and produce quality outcomes under pressure
- Anticipating problems and taking initiative to implement necessary action to ensure outcomes are achieved within budget and risks are minimised
- Agile management skills and an agile mindset encouraging others to adapt to change, learn through reflective practice and feedback for strengthened outcomes
- An analytical and problem-solving mindset, paying attention to detail as well as the strategic position
- The ability to work with set KPIs and achieve targets, including financial business development targets
- A drive for results: makes things happen, proactive and balances "analysis" with "doing"
- Willingness and ability to “roll up the sleeves” and assist to get the work done with a “can do” attitude
- Continuous improvement mindset with the ability to recommend process improvements for efficiency and effectiveness gains
- Commitment to CMY purpose and values.

KEY SELECTION CRITERIA:

1. Knowledge of cultural competence frameworks and an understanding and sensitivity to the issues experienced by young people and communities from refugee and migrant backgrounds
2. Demonstrated experience in the coordination, delivery and evaluation of training to volunteers and or professionals within a range of settings.
3. Ability to manage conflict within groups and facilitate positive group dynamics using skills and knowledge of all group members to enhance overall group learning.
4. Demonstrated experience in the development of training and training related resources across a range of mediums including for web-based and on-line formats.
5. High level project and stakeholder management skills; including the ability to communicate effectively with new and existing project partners and diverse and multiple stakeholders, manage staff, identify and understand issues, problems and opportunities, appropriately manage conflicts that arise, whilst ensuring a sound analytical and collaborative approach to support decision making across stakeholders;
6. Experience in project and training event coordination including well-developed organisational skills, excellent attention to detail, the ability to plan and coordinate an effective work program, meet deadlines and deliver training events.
7. Highly computer literate across the MS office suite applications, data management tools and virtual office tools.

QUALIFICATIONS:

- Relevant degree and/or relevant work experience;
- Certificate IV in Workplace Training and Assessment or equivalent and/or relevant work experience

ADDITIONAL INFORMATION:

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks;
- Applicants must have the right to work in Australia;
- CMY is an Equal Opportunity Employer;
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S;
- This role will be based out of the CMY Carlton office but travel to other CMY offices is may be required;

- A current driver's license is required as this role requires a capacity to travel throughout Victoria; and
- In line with CMY's COVIDSafe policy and practices, there is a requirement the successful applicant must provide evidence of receiving two doses of a TGA approved COVID-19 vaccine or exemption (if applicable), prior to commencement.

GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours Participation, Diversity and Human Rights;
- Comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY carry out all other duties as directed.

CMY KEY OBJECTIVES AND ACTION STRATEGIES:

- **My Community**
Young people are *connected, belong and contribute* to their families and the community.
- **My Journey**
Young people are *empowered to access opportunities* and actively shape their own futures.
- **My Voice**
Young people are *understood, accurately represented and influential*.
- **My CMY**
CMY is a strong partner and recognised leader in working with diverse young people.

I have read, understood and approve the above position description:

Senior Manager Name

Senior Manager Date / /

Signature

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /