

POSITION TITLE:	Manager – Policy and Sector Capability Building Portfolio		
REPORTS TO:	Executive Manager Knowledge, Advocacy and Service Innovation		
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:	Soo-Lin Quek
SALARY:	SCHADS Level 7 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.

<p>POSITION SUMMARY:</p> <p>CMY Portfolio Managers are responsible for planning, organising, leading and motivating program and project teams to achieve a high level of performance and quality outcomes that align with the organisation's strategic priorities and commitment to responsive integrated programs, services and initiatives.</p> <p>A CMY Portfolio Manager will possess a strong aptitude for managing multi-site, concurrent, complex and high profile projects, services and initiatives, working in a fast-paced environment that may cross multiple function areas within the organisation.</p> <p>A Portfolio Manager will:</p> <ul style="list-style-type: none"> • Lead the development of strategic priorities for their portfolio areas and manage, complex portfolios that may contain multiple projects and cross functional teams of varying sizes • Oversee the delivery of programs and services, some of which may require integration with other activities outside the scope of a specific program or portfolio area • Develop, nurture and maintain relationships, both internal and external, that contribute to achieving program area and organisational success • Translate CMY's strategic decisions into operational success through efficient management of planning processes, effective resource allocation and agile project management approaches • Provide proactive leadership and people management • Effectively manage quality and risk and monitoring and evaluation <p>This position will lead the Policy and Sector Capability Building portfolio.</p> <p>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</p>

Capability Building team, and MY Education. The role will be accountable for the delivery of government funded policy and capability building programs as well as working closely with CMY's Business Development portfolio to deliver fee-for-service contracted outputs. In addition, the role will have a primary role in identifying new areas of growth in the for-profit, not-for-profit sectors and government sectors.

[Each Portfolio Manager is assigned a specific portfolio responsibility but this may change and/or expand over time as the organisation's priorities shift to better respond to our stakeholders' changing needs and our strategic priorities.]

JOB RESPONSIBILITIES:	
Role Competencies	Responsibilities
Strategy	<ol style="list-style-type: none"> 1. Lead the development of strategic priorities for portfolio areas 2. Contribute to the organisational strategic planning process 3. Report to the executive and senior management on evidence based needs, service demand and trends to help inform strategic planning and community response. 4. Implement strategy through operational plans with clear priorities and KPIs.
Operational Management and Team leadership	<ol style="list-style-type: none"> 1. Manage spectrum of programs, projects and services within portfolio area of responsibility through to leadership and capability development 2. Lead design of initiatives to ensure approaches are flexible to local needs and resources; 3. Lead continuous development and evaluation of capability building tools and approaches for the sector; 4. Lead the strategic delivery of capability building in cultural inclusion for sectors and organisations working with young people from multicultural backgrounds; 5. Lead strategic policy development and advocacy in response to emerging state and national issues for multicultural young people including representing CMY on local and state mechanisms to promote and advocate on multicultural youth issues. 6. Accountable for the development and implementation of evaluation activities to enable continuous improvement on programs and services delivered; 7. 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. 8. Develop and provide overall leadership, management and coordination for all direct reports and portfolio teams 9. 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 10. Quality assurance of services and products 11. Prepare and monitor program and project budgets 12. Prepare reports, briefs and papers of behalf of the Executive Manager for various audiences including but not limited to the CMY Board, government bodies and other partners 13. Support Business Development by contributing to and/or leading funding proposals, fundraising strategies/events and advocacy campaigns. 14. Be a change champion to ensure CMY's goal of developing an integrated, agile organisation is achieved
Strategic 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 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 portfolio area of responsibility 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 senior management.

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
- 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. Strong experience in managing social policy development and analysis including competency in analysing/identifying trends and patterns in social policy issues.
2. Knowledge of cultural competence training frameworks and an understanding and sensitivity to the issues experienced by young people and communities from refugee and migrant backgrounds
3. Proven interpersonal team and leadership skills and ability to manage high-performing teams working within complex settings with supervision, coaching, collaborating, and team building
4. Strategic thinker with proven highly developed relationship management and influencing skills that enables effective collaboration with both internal and external stakeholders
5. Strong consulting skills, able to advise and communicate effectively at both the strategic and operational levels
6. Excellent communication skills, including written communication (work plans, reports, funding submissions/tenders and business cases)
7. Agile project management skills and the ability to adapt to changing circumstances while managing risk, budgets and quality outcomes
8. Creative approach to problem-solving with the ability to focus on details while maintaining the "big picture" perspective
9. Highly computer literate across the MS office suite applications, data management tools and virtual office tools.

QUALIFICATIONS:

- Diploma or tertiary qualifications in related field and extensive knowledge and/or experience in the not for profit sector and more than 5 years' experience in equivalent roles.

- At least five years' experience as a Manager, Team Leader or Coordinator managing large and/or complex projects with multi-function teams

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:

Executive Manager
Name

Executive Manager Date / /
Signature

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

Employee Name

Employee Signature Date / /