

JFA Purple Orange



Role description & person specification

Title of Role: Team Leader, Peer Networks & Capacity Building

Term of Appointment: Fixed term contract to 30 June 2023
(Full time 38 hr per week)
Hours of work are negotiable and reduced hours are possible

ABOUT THE ROLE

1. Summary of the role's aim

The Team Leader, Peer Networks & Capacity Building is a supervisory position and is responsible for:

- Controlling and coordinating complex and politically sensitive projects in a manner which gives appropriate regard to ethical standards and stakeholder engagement. This includes the effective project management and evaluation of a wide range of issues involving people living with disability, including project design, data collection, problem-solving, and the preparation of project reports, financial reports and acquittals
- Supervising the work of staff in the area to ensure consistent, high quality deliverables and outcomes for both internal and external stakeholders across multiple projects
- Planning, directing, controlling and evaluating operations in the work area, including developing work practices and procedures, problem solving, and the exercise of judgment, ensuring the work remains within budgetary constraints
- Provide advice on relevant policy matters and contribute to their development
- Provide support to a range of activities and programs relating to peer networks and capacity-building
- Negotiate on relevant matters of significance with a range of external stakeholders
- Developing and maintaining a variety of cordial and productive external stakeholder relationships
- Curating our approach to co-design and coproduction and contributing to the development of relevant new procedures and methodology

2. Main Benefits (Outcomes)

[A summary of the measurable benefits that will be brought to the target community]

The success of this role will be reflected by an improvement in the life chances for people living with disability and their families, through:

- the development of a sustained and growing network of peer networks where people and families:
 - are more informed about rights and inclusion, and more likely to act on these
 - find mutual support and collective action
 - emerge as leaders in disability and mainstream communities
 - the development of sustainable and supported user-led organisations
 - the design and delivery of an ongoing program of relevant and accessible workshop content, available in person and online, that assists people and families to be more informed about rights and inclusion, and more likely to act on these
 - carriage of well-managed, well-evaluated projects that meet external obligations (funding and regulatory) and which deepen our capacity for coordination and leadership in this area
 - happy, productive team members who are growing in their capacity, practice, responsibilities, and leadership
 - strong and continued practice in codesign and coproduction
 - increased stakeholder interest in JFA Purple Orange as a credible and well-informed source of information and leadership on disability issues, especially on the voice of people and families, and on peer networks, and on capacity-building
 - increase in favourable media reporting of issues relevant to people living with disability and their families, in relation to rights, inclusion and leadership
 - cohesive and effective collaboration between project staff and other staff at JFA Purple Orange, including the Finance and Policy teams
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3. Main Deliverables (Outputs)

[A summary of what the role will quantitatively produce]

Oversee the peer network and capacity building projects and initiatives of JFA Purple Orange through the:

- Development and delivery of overall plan for peer networking and capacity-building, so that all project work is integrated, efficient and effective, and which meets demand by people living with disability and their families
- Delivery of proactive and effective Line Support to project staff working on specified projects relating to peer networks, capacity-building, and related activities
- Development and maintenance of effective project management methodology
- Documented program of proactive communications with the disability community and other stakeholders to build awareness of and support for the work in the portfolio
- Completion of plans, budgets, reports, and related documents that meet internal and external obligations
- Discovery of external funding opportunities and development of strong, credible project applications in response
- Documented preparation and completion of a body of work of JFAPO's Codesign Council (CDC), that sustains and deepens practice in co-design and coproduction

4. Main work activities (Processes)

- Preparing plans for the portfolio and projects
- Preparing budgets
- Preparing monitoring and reviewing plans for individual staff, that focus on accountability, productivity, wellbeing and development
- Providing individual support to team members that is accountability-focused, results-focused, development-focused, and well-being focused
- Providing a Quality Assurance overview of all Deliverables and Work Activities within the portfolio Progress-reporting across all activities in portfolio, and the reporting of them
- Operate risk management mechanisms that identify in a timely way, and coordinate the resolution of, risks or emerging issues that materially affect any of the Benefits or Deliverables listed above
- Convening team-based support and development
- Curating of project management methodology, including its periodic review and improvement
- Maintaining proactive cordial and productive contact with individuals and groups within the disability community, and with allied agencies
- Maintaining proactive cordial and productive contact with external stakeholders (such as government sector at all levels, the business sector, and the community sector including disability service providers) who we want to support, and be influence by, the work in the portfolio
- Scheduling and preparing reports
- Reviewing budget activity and making appropriate adjustments
- Assigning and reassigning work within the team
- Preparation of funding applications
- Read internal and external sources of information to remain up-to-speed with developments in peer networks, capacity-building, the NDIS, the National Disability Strategy, state government plans and activities, and any legislative or policy developments that may help or hinder the Benefits associated with this portfolio
- Represent the organisation on specific issues from time to time
- Other activities as directed by CEO

5. Reporting/Working Relationships

This role reports to (role sponsor): CEO or delegate

This role provides formal supervision and guidance to the following other roles:

- Project Leaders and Project Officers operating within the JFA Purple Orange team (Currently 4.7 FTE staff over 7 positions)
- Students, trainees, interns, volunteers etc who may from time-to-time be involved with JFA Purple Orange in matters of research, and related activities.

This role is responsible for maintaining good networks with:

- Board members undertaking Board mandated work on relevant committees
 - Team members.
 - Government staff relevant to the work.
 - Community and industry sector relevant to the work.
 - People living with disability.
 - Families of people living with disability.
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6. Special Conditions (Such as travel requirements, frequent overtime, etc).

The role demands a commitment to:

- support the integrity of the organisation by maintaining a high standard of personal and professional conduct that supports our values, including:
 - people living with disability having personal authority in their lives
 - people living lives of active citizenship
 - inclusive communities
 - capacity-building
 - the exercise of ambassadorship
 - the exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation
 - support, and contribute to, the achievement of the JFA Purple Orange's goals as set out in strategy and business plan documents
 - initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital
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Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Essential Criteria

1. Tertiary qualifications in a related discipline and/or relevant experience
2. 5 or more years' experience in managing projects, including ability to work under limited supervision and coordinate a project to successful completion.
3. Experience in providing management to diverse teams in a flexible workplace across multiple projects operating simultaneously to meet objectives and deadlines
4. Demonstrated experience in conflict management and leading teams with a mature, solutions-focussed outlook
5. Demonstrated high-level verbal and written communication skills
6. An inquisitive and analytical mindset with the ability to self-start and the attitude to achieve a quality outcome.
7. Deeply felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion
8. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued

Desirable criteria

1. Lived experience of disability
2. Well-developed networks within the disability sector
3. Knowledge of current Disability Sector reforms initiatives and issues for people living with a disability
4. Knowledge of legislation & policy settings and how they impact people living with disability