



Position Description – Workforce Development Officer

Position:	Workforce Development Officer
Line Manger:	Human Resources Manager
Director:	Director, Corporate and Executive Services
Salary Range	\$70,000 (pro-rata) plus superannuation. Salary Packaging is also provided.
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional and interstate travel
Employment Type	Part Time (0.4FTE / 2 days per week) / Fixed term until 30 th June 2020

About us

We were established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.

The Tasmanian operation was established in 2015, the Tasmanian Aboriginal Community Legal Service (TACLS), a semi-autonomous operation for Tasmania.



Our Values

Cultural Values

Our team commit to remember what we are here for, how our organisation came into being and ensure we are centred in the community. We are an organisation with a community focus for the benefit of the community.

Respect

We advocate for and demonstrate the right of every person to be treated with dignity and respect.

Compassion

We are aware of the issues and challenges facing Aboriginal communities and strive to ensure our organisation is part of resolving those issues and challenges.

Commitment

We believe everyone who works at or with VALS is committed to achieving better justice outcomes for Aboriginal communities.

Hope

We believe we will achieve change for Aboriginal communities. We expect our actions to have a positive impact on Government at all levels.

Integrity

We are steadfast in our adherence to our values. We take every measure to protect our clients' privacy.

We keep our word and stand by our commitments.

About the team

Executive and Corporate Services

The primary role of this section is to ensure that VALS exercises the highest standard of governance. It does this by ensuring the Board is equipped with the information and advice it needs to fulfil its governance and fiduciary duties and that the internal operations of the organisation meet governance standards.

This section does not directly undertake all elements of governance, many aspects of good governance are the direct responsibility of Finance and others fall in the Legal and Client Services areas.

This section develops systems, monitors and oversees processes to ensure that all members of the Executive Team take responsibility for ensuring that governance standards are met within their teams.

About the position

Overview

This position supports the Human Resources Manager in ensuring the effective delivery of Human Resources services and advice to management and staff of VALS and TACLS.

The role will be responsible for developing, implementing, monitoring and evaluating a Workforce Development training plan and supporting policies, procedures and documentation.



This role will also be required to regularly engage with training providers and departmental staff that are overseeing the funding agreement that support this activity.

Key Performance Indicators, Duties & Responsibility

- Coordinate the development, implementation, delivery and monitoring of a VALS Workforce Development and Training Plan,
 - Undertake workforce training analysis,
 - Support managers and staff to identify training gaps within their individual teams,
 - Develop, implement, delivery and monitor training plans for teams and individuals.
 - Develop, implement, delivery and monitor continuous improvement frameworks for development and training plan.
- Maintain accurate training and development policies and procedures in line with contemporary HR standards
- Act as the key point of contact for managers and employees on development and training matters
- Work with managers to ensure appropriate training and development is identified and conducted for employees
 - Ensure CPD hours are reported in line with Legal Services Board requirements
 - Ensure any staff members holding a qualification that requires ongoing CPD is appropriately recorded in staff files
- Proactively build positive and effective working relationships with key stakeholders and staff
- Contribute to organisation-wide, and HR specific projects
- Assist in ensuring employee files and records are accurate and up to date
- Produce regular reports on a range of key HR metrics, for use by CEO and Board of Directors, and to be provided to funding provides if required.
- As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.

Key Selection Criteria

- Qualifications in Workplace Development or other relevant discipline
- Specialised experience (3+ years) in a similar Workplace Consulting or Advisory role
- Employee Relations knowledge and experience
- Strong communication skills
- Excellent organisational and time management skills
- Stakeholder management experience
- Demonstrated ability to work autonomously and with ambiguity
- Problem solving skills
- Legal Sector experience is advantageous, but not required



Key Capabilities

- Anticipates, plans and prioritises work - manages competing demands
- Is approachable, accessible and responsive
- Has a practical approach to delivery of workplace development and training services
- Builds knowledge of client, stakeholders and community environment - supports others in the organisation to build this knowledge
- Meets client and stakeholder expectations in a timely, reliable and consistent manner - ensures that others meet expectations
- Contributes to knowledge and learning resources for the organisation
- Adopts project management disciplines for large and/or complex projects
- Adheres to organisation policies and procedures
- Understands accounting requirements such as budgets and funding agreements - seeks clarification and advice from appropriate resources
- Acts with integrity
- Treats colleagues, clients and stakeholders with respect and honesty
- Acts in the long-term interests of the organisation - protects its reputation
- Seeks to continuously improve the way things are done - thinks creatively
- Creates dialogue with stakeholders and staff to identify opportunities for improvement
- Identifies and develops creative methods for addressing challenges and opportunities
- Demonstrates strategic thinking in relation to clients and employees
- Contributes to organisation and group planning processes

Mandatory Requirements

On offer of this position, you must provide:

- a copy of your current Employee Working with Children card
- a copy of your current Victorian Driver’s License
- you will be required to complete a current Criminal History Police Check
- proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation

How to apply

Please send your resume together with a covering letter which addresses the **Key Selection Criteria** (found within the position description) to jobs@vals.org.au

Acceptance on position offer

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____