



JOB DESCRIPTION

Position Title:	Executive Adviser – Practice Leadership
Position Type:	Part Time (0.6FTE/ 45 hours a fortnight), Ongoing
Location:	Deakin or Wagga Wagga
Reporting Relationship:	Chief Executive Officer (CEO)
Remuneration:	An attractive remuneration package on offer
Reviewed:	30 March 2021

Relationships Australia Canberra & Region (RACR) provides family and relationship support, couple and family counselling, family and domestic violence prevention post separation, children's, youth mental health, group-based interventions, rural, grief counselling and trauma, gambling help and EAP services, among other things. It is a part of a national federation of Relationships Australia organisations across the country. RACR provides services in the Riverina/Murray and South Coast areas of NSW and in the ACT.

Roles and Responsibilities:

Reporting directly to the CEO, this role is expected to provide strategic and specialist advice to the CEO and the Senior Executive Team (SET) on the practice governance framework and provide leadership to the Practice Governance Committee. By working together with the CEO and the SET, the Executive Adviser's role is to ensure that our clients are provided with timely, high quality, safe relationship services when they are at their most vulnerable.

The Executive Adviser is required to demonstrate a highly relational way of working with the CEO and SET, providing leadership and support to practice/service delivery teams and when resolving conflict. An understanding of, and commitment to, restorative ways of working will be highly regarded.

In collaboration with the SET, under the overarching vision of the CEO, the primary role of this position is to be responsible for the practice standards of all services, ensuring that they are clinically sound, evidence based, of highest quality, as well as ensuring the safety and wellbeing of clients and staff. This involves overseeing a robust practice governance framework based on evidence-based practice principles, universal risk screening, supervision and professional development. The practice governance framework and its workplans inform organisational operational and strategic plans, client evaluations, quality improvement strategies and professional development of practitioners. It also feeds into tender applications and expressions of interest for funding.

The position is expected to take a proactive approach to design the roll out and periodically review the practice governance framework and associated policies, procedures and other documents across the organisation and to use the framework to support practitioners to join with clients in their journey to wellbeing.

The position is also required to play a key role in overseeing clinical/practice supervision across the organisation at individual and group levels as well as providing support and oversight for the practice of supervision across the organisation. In consultation with the CEO and SET, the Executive Adviser will work on consolidating service streams, identifying new models of service and service delivery pathways, informed by client needs and feedback.

Duties

- In consultation with the CEO and SET, contribute to the development, implementation, and monitoring of strategic and operational plans, and participate as a member of the SET.
- Oversee the ongoing development and implementation of the practice governance framework, incorporating a practice focus for leadership, hearing the voice of the client, highly skilled and accountable practitioners and safe quality service delivery across all service areas.
- In consultation with the Directors, streamline the supervision process that includes case consultation, individual and group supervision and reflective practice for supervisors.
- Plan and implement a process to improve competency profiles, identify competency gaps in line with organisational expectations and oversee and advise on appropriate professional development, in particular, covering core-practitioner skills.
- Provide practice supervision to practice and program managers to ensure a consistent, safe, quality service delivery system.
- In collaboration with the Directors, share collective responsibility for delivering organisational service delivery objectives, through active engagement and collaboration with employees at all levels in the organisation and be a role model for effective and positive leadership that is ethical, results driven, future-oriented and aligned with RACR's values.
- Work closely with SET to provide clinical/practice expertise to reporting, tendering, project design and implementation.
- Establish and maintain internal and external stakeholder relationships to strengthen or expand services, identify, and minimise risk, and maximise the value for clients. This includes delivering presentations, attending stakeholder meetings, liaising with professional networks, and attending national meetings.
- Ensure compliance with legal requirements, including applicable acts and regulations as well as practice risk management plans, including overseeing mandatory reporting of suspected cases of child abuse and neglect to government authorities.
- In collaboration with the CEO and the SET, support the introduction of new programs, and inform practice decisions that serve the best interests of RACR and the community.
- Take responsibility for fostering a professional culture that taps into national and international trends, research efforts on practice and develop new knowledge and approaches for the field.
- Ensure that practice is appropriate for Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse families, the LGBTIQ communities and those living with a disability.
- In collaboration with SET and HR, advise on and support recruitment, induction, supervision and development of key clinical/ practice roles.
- Participate in the development, implementation and maintenance of a safe and healthy workplace and take reasonable care to ensure health and safety of themselves and others.
- Other duties as delegated by the CEO.

Selection Criteria:***Essential:***

1. Postgraduate qualification in psychology, social work, social science, counselling, dispute resolution or another discipline relevant to the leadership and management of clinical services along with a current registration with at least one of the following professional associations: Australian Psychological Society (APS), the Australian Association for Social Workers (AASW), Psychotherapy and Counselling Federation of Australia (PACFA) and Australian Counselling Association (ACA).
2. Experience at a senior management level including risk management across diverse and multidisciplinary service delivery environments along with the ability to understand the drivers, contributing factors, assessment and risk responses relevant to family and domestic violence, elder abuse, child protection and suicidality.
3. At least 10 years' demonstrated experience in leading and supervising therapeutic teams and achieving success against practice frameworks, organisational strategic and operations plans.
4. Demonstrated ability to manage and engage with teams using a relational approach with an understanding of, and commitment to, restorative approaches would be very highly regarded.
5. Demonstrated experience and knowledge of a broad theoretical approach to individual counselling, relationship counselling, family therapy, trauma approaches, working with children and young people, group work and case management.
6. Demonstrated experience working with diverse cultural communities and knowledge of issues facing Aboriginal and Torres Strait Islander people, culturally and linguistically diverse individuals and communities, LGBTIQ communities and people living with a disability.

Special Requirements

- Must provide current proof of registration for ACT 'Working with Vulnerable People' Check and NSW 'Working with Children' Check.
- A willingness and ability to travel between RACR's venues across the ACT and southern NSW and to travel to other meetings as required.
- Current driver's licence
- Capacity to work outside of normal business hours to support RACR services.
- Commitment to mission and values of RACR.
- Relationships Australia Canberra and Region honours Australia's First Peoples. We have an expectation that every member of staff agrees to work toward their own cultural awareness and fitness and will participate in cultural training and discussions during the course of their working life with our organisation.
- Understand and embed restorative principles in their work and interaction with others.

Contact Person:

For further information about the position or application process, please contact the CEO on (02) 6122 7123 or careers@racr.org.au