

## POSITION DESCRIPTION

<b>Position Title</b>	Project Lead - Rapid Response Community Engagement
<b>Directorate</b>	Clinical Care
<b>Department</b>	Rapid Response Team Collaborative
<b>Unit</b>	Rapid Response
<b>Reports To</b>	Executive Lead – C19 RRTT Collaborative
<b>Agreement</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022

### Position Objective

- To deliver an effective, focussed and pro-active Engagement service within the delivery framework of the C-19 Collaborative as an integral part of the COVID-19 Testing and Engagement Rapid Response.

### Key Responsibilities

#### Planning, Delivery & Strategic:

- Overall responsibility for program delivery, strategic planning and higher-level decision making
- Planning, identification of targets and objectives using data in partnership with other workstreams leads to inform strategic decisions
- Prepare and develop handover material to be provided to each LPHU partner as part of sustainability planning at the end of this engagement
- Ensure strict adherence to prescribed governance and strategic oversight of all deliverables

#### Resourcing Management:

- Ensure suitably qualified resources are recruited and immediately available for deployment as required
- Ensure workforce consistency (where possible) to ensure we build and maintain sustainable partnerships and lasting relationships within the community
- Ensure the delivery of suitable workforce training to meet OH&S, position description requirements and customer satisfaction
- Approve all deployment, rostering, and community referral process requirements in collaboration with Deployment Coordinators/Operational Leads
- Ensure appropriate training is provided for de-escalation support, mental health first aid, mediation and conflict resolution training and strategy for all Engagement staff

#### Collaboration & Partnership:

- Work in collaboration with the LPHUs and broader team to improve the way of working and engagement with the targeted community/industry
- Collaborates strategically with Metro Local Public Health Unit (LPHUs) partners
- Manage communications and engagement processes with each host organisation and/or targeted community site
- Lead the development of strategic partnerships with supporting partners and collaborate with each Operational Lead to promote partnership building within the COVID-19 community response

#### Reporting:

- Oversees program reporting requirements to the Department of Health.
- Maintain accurate and up to date workstream risks and issues register with monthly reporting.

#### Risk & Incident Management

- Overall responsibility for risk identification, risk management and incident monthly reporting to Executive Lead & Governance Committees.

### Key Selection Criteria

- Tertiary qualification in Business, Community Services or a related field.
- Demonstrated working knowledge and experience in community development, community engagement, capacity building especially within culturally diverse communities.
- High level interpersonal and communication skills including cultural sensitivity and the ability to communicate with individuals from diverse backgrounds.
- Effective facilitation skills including experience in motivating, empowering and connecting community groups.
- Demonstrated effective project management skills including planning, coordinating, implementing and execution to meet key objectives.
- Demonstrated negotiation skills with capacity to build effective partnerships with multiple stakeholders.
- Strong organisational skills and ability to work under pressure to meet deadlines.
- High proficiency in computer literacy including working knowledge of Microsoft Office suite and adaptability to learn new software.

- Self-reliance and ability to work independently and innovatively and well as be team orientated and take initiative.
- Understanding of safe practices relating to pandemic and infection control and OHS.
- Current Victorian driver's licence.

## Other Information

- This role is subject to a satisfactory National Police History check.

## Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

## Our Values



IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and

Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

### Physical Inherent Requirements

- |                       |  |
|-----------------------|--|
| Office Duties:        | <ul style="list-style-type: none"><li>• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.</li><li>• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.</li></ul> |
| Driving:              | <ul style="list-style-type: none"><li>• Required to drive private or IPC Health owned vehicles.</li></ul>  |
| Work Environment:     | <ul style="list-style-type: none"><li>• May be required to work from different sites, including home visiting and offsite facilities.</li><li>• Exposure to varied weather conditions.</li></ul>   |
| Carrying and Lifting: | <ul style="list-style-type: none"><li>• Infrequent lifting and carrying of items up to 5kgs.</li></ul>   |
| Standing and Walking: | <ul style="list-style-type: none"><li>• Standing and walking for periods up to an hour at a time with breaks.</li></ul>  |
| Bending and Reaching: | <ul style="list-style-type: none"><li>• Required to occasionally bend and reach.</li></ul>   |

### People and Culture Use Only

Position Number(s)	TBC
Last Reviewed	2 October 2020