



POSITION TITLE:	Strategic Advisor
POSITION NUMBER:	CO012
POSITION LOCATION:	Warrnambool
CLASSIFICATION:	Level 8 (Social, Community, Home Care and Disability Services Industry Award 2010) (Pay point will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
FULL TIME EQUIVALENT:	Full time (6 month fixed term contract)
TEAM /DIVISION:	CEO Office
EMPLOYMENT CHECKS:	Current National Police Check, Working with Children Check and NDIS Worker Screening Check

OUR ORGANISATION

Brophy Family and Youth Services (Brophy) is a not for profit organisation, with a community based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland and Hamilton.

Brophy values the safety of all children and young people and has zero tolerance for any form of child abuse or harm. We listen to and ensure the participation and empowerment of all children and young people.

The cultural safety of First Nations people is important to us. We seek to maintain a safe environment so the diverse and unique identities of First Nations people are respected and valued. At Brophy young people will be supported to express their culture and enjoy their cultural rights. Brophy has a zero tolerance of racism and has an expectation that staff and volunteers will act on incidents of racism.

Brophy actively values and promotes diversity in our community and affirms our commitment to be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background.

We welcome people who are LGBTIQ^A+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities), and are accredited under the Rainbow Tick Standards for LGBTIQ^A+ inclusive practice.

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

DIVISION AND PROGRAM OVERVIEW

The CEO Office Division is represented by the members of the Executive Leadership Team who lead and manage the strategic and operational functions of the organisation. Members include the CEO, the Executive Managers of the

- Out of Home Care Division
- Family and Individuals Support Services

- Youth Health Services
- Youth Services,
- Corporate Services,

The CEO Office Division also includes:

- Quality & Compliance & Strategic Projects Manager, and
- Executive Assistant.

The **CEO Office Division** comprises the Executive Leadership Team (ELT) responsible for strategic leadership and operational oversight across the organization. The Division also includes roles critical to innovation, quality assurance, and strategic direction, such as the **Strategic Advisor**.

This role supports the organization in driving transformative strategic projects, enhancing change readiness, develop and operationalise the 2025 - 2028 strategic plan to deliver impactful outcomes across the organisation.

PRIMARY PURPOSE OF ROLE

The **Strategic Advisor** is responsible for:

1. Leading the development of the 2025–28 Strategic Plan, in collaboration with the Board, CEO and ELT and ensuring alignment with organizational mission, vision, and values.
2. Driving cross-organizational strategic projects, ensuring delivery on time, within scope, and with sustainable impact that align to the 2025 – 2028 strategic plan.
3. Supporting leadership capability in managing change, fostering adaptability, and ensuring the workforce thrives amidst sector and organizational transformation.

REPORTS TO

The **Strategic Advisor** will be responsible and accountable to the CEO with day to day support from the Manager of Quality Compliance and Strategic Projects.

KEY RESPONSIBILITIES

Personal and Professional

- Embrace Brophy's commitment to child safety and wellbeing and demonstrate this through practice that reflects equity and inclusion, cultural safety and ensuring the safety and wellbeing of all children and young people.
- Provide mentoring, support and consultation to program staff to promote advantaged thinking practices.
- Ensure compliance with the relevant program Service Standards and Brophy's clinical governance and quality frameworks.
- Participate in the Performance Management process as required.
- Demonstrate a commitment to ongoing skill development and training relevant to a senior role both personally and professionally.
- Provide leadership during crisis and stressful incidents and monitor staff wellbeing.
- Participate in all core training to ensure integrity of the agreed model of service delivery.
- Participate in supervision, secondary consultation within scope of practice and professional development as negotiated with Line Manager.

Participate actively in team meetings, team planning days and agency activities to ensure an integrated approach to service delivery.

Technical

Governance and Stakeholder Engagement:

- Collaborate with the ELT to ensure strategic initiatives are prioritized and resourced effectively.
- Identify and develop a series of Strategic Plan Initiatives designed to promote the fulfillment of the Vision and Mission.

Strategic Leadership:

- Lead the organizational strategic planning process, ensuring place-based, evidence-informed, and global approaches that address the key environment scan challenges and reflect the needs of Southwest Victoria.
- Design and execute organization-wide change management strategies to build resilience, safety, and foster innovation.
- Identify and leverage funding and partnership opportunities to advance strategic initiatives.

Project and Program Management:

- Plan, manage, and monitor strategic projects using structured project management methodologies.
- Develop and oversee project timelines, budgets, risk management plans, and stakeholder engagement strategies.
- Ensure strategic projects are effectively transitioned to business-as-usual operations, embedding sustainability and continuous improvement.

Organisational Transformation

- Support in developing and implementing change management processes to support organisational transformation, including stakeholder engagement, communication plans, and training initiatives.
- Work closely with divisions to support all dimensions of strategic change, to encourage a reduction resistance and fostering collaboration.

Quality and Continuous Improvement

- Champion a culture of continuous quality improvement, incorporating evidence-based approaches in project planning and execution.
- Assist in the development and monitoring of evaluation frameworks for strategic initiatives to assess impact and inform future planning.
- Utilize data and stakeholder feedback to enhance the effectiveness and relevance of strategic projects and initiatives.

Capability Building

- Support leadership and culture lead group in developing change readiness and strategic thinking capabilities.
- Provide coaching, tools, and resources to leaders and teams to manage strategic change effectively.
- Contribute to the design and delivery of internal learning and development programs that enhance project management and strategic change leadership skills.
- Undertake operational management tasks at the direction of the CEO.

Team Work and Communication

- Lead and promote the development of a learning culture within the program team that fosters and drives improved client outcomes.
- Participate in team meetings and team planning days.
- Lead in ways which capture, communicate and share innovative ideas and practices.
- Model appropriate leadership behaviours to all workers across the Agency.
- Develop, support and maintain a positive team approach across the program area, Agency and with other service providers and partners.
- Manage conflict and disputes in a professional manner and in accordance with Brophy policy and procedures.
- Promote effective team communication and development by working professionally and co-operatively with all stakeholders to achieve the Agency's objectives.
- Participate in the development of consumer participation activities within your team and Agency.
- Undertake other appropriate duties as directed by the Line Manager.

Administration and Documentation

- Ensure best practice and professional standards for written correspondence produced by program staff.
- Take responsibility for accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information, in accordance with relevant program and agency requirements and standards.
- Ensure all relevant program planning, documentation; evaluation and reporting are completed in a timely and accurate manner.
- Ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents.

GENERAL RESPONSIBILITIES

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a Learning Organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems.
- Participation in the development of consumer's participation activities within your program and Brophy.
- Demonstrate and commit to Brophy's organisational values and model these on a daily basis.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties may be amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

KEY SELECTION CRITERIA

Qualifications:

- Tertiary qualifications in Health, Social Work, Community Development, or Business/Management are mandatory.
- Experience and or qualifications in Project Management, Change Management are desirable
- Current Drivers Licence.

Experience, Skills and Abilities

The successful candidate will have the best combination of the following characteristics:

- Demonstrated experience in leading organisational change and strategic project delivery in a complex environment.
- Proven ability to design, implement, and evaluate strategic plans and initiatives.
- Strong stakeholder management skills, with experience in fostering partnerships and networks to achieve shared goals.
- Exceptional problem-solving and decision-making abilities with a focus on innovation and evidence-based practices.
- Proficiency in collaborating with diverse teams to build high-performance cultures.
- Excellent written and verbal communication skills, with the ability to present complex information clearly and persuasively.

AUTHORISED BY

NAME: Francis Broekman
POSITION: Chief Executive Officer
DATE: December 2024