



Position Description

Position Identification			
Position Title:	MARAM Implementation Officer		
Direct Reports	0	Indirect Reports:	0
Position Number: (from HRIS)		Effective Date:	January 2022
Location:	Hybrid model – remote = 40% and Office (Merri Central and other sites as required) = 60%		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Merri Health Agreement 2021 <ul style="list-style-type: none"> Management and Administrative Officer Grade 3 		
Organisational Context			
Divisional:	Impact		
Program:	Human Resources	Unit:	Human Resources – Experience
Organisational Chart	<pre> graph TD CIO[Chief Impact Officer] --> OHS[OHS & Compliance] CIO --> HRBP_Exp[HRBP - Experience] CIO --> HRBP_Ops[HRBP - Operations] HRBP_Exp --> LEA[Learning Experience Advisor] HRBP_Exp --> MIMO[MARAM Implementation Officer] HRBP_Ops --> Payroll[Payroll] HRBP_Ops --> Admin[Administration] </pre>		
Position Summary			
<p>The MARAM Implementation Officer will be responsible for coordinating and implementation of all outstanding actions within Merri Health’s MARAM Plan, which contains 38 actions required to achieve alignment with the MARAM Framework.</p> <p>Working with the MARAM Working Group, the role will align Merri Health’s policies, procedures, practice guides and tools to the MARAM Framework, by working with key areas of the business (Human Resources, Quality and Risk and Compliance)</p>			
Position Accountabilities			
Responsibilities	MARAM Implementation <ul style="list-style-type: none"> Embed the MARAM framework and practice guidance with a priority focus on Merri Health’s MARAM Plan 		



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	<ul style="list-style-type: none">• Deliver process improvements to strengthen integrated risk assessment and integrated risk management across Merri Health and with key partners,• Analyse current practice and work-flow processes by working side by side with practitioners with the view of strengthening alignment with the MARAM Framework• Create ownership across appropriate teams by ensuring their involvement in the design of improved ways of leading risk assessments and risk management plans.• Support the design and implementation of any required training activities to support new practice approaches and workflows.• Ensure work is undertaken in compliance with Merri Health’s policies, procedures, frameworks and processes, applicable legislation, and clinical governance requirements.• Keep up to date with family violence reforms across Victoria, and states and territories.• Provide expert advice to assist practitioners to interpret and analyse the impacts of the MARAM Framework and the MARAM policy documents to resolve practice issues <p>HR Team</p> <ul style="list-style-type: none">• Actively participate in the HR Action plan and delivery on organisational-wide initiatives.• Undertake other duties as reasonably directed by the HRBPE and Chief Impact Officer in line with the incumbent’s skill and experience. <p>Other Duties</p> <ul style="list-style-type: none">• Support the design and implementation of initiatives that are aligned with Merri’s purpose, promise, values, strategic directions, and increase the engagement of employees within the Service Delivery Division’s.• Support system upgrades, auditing, evaluation and enhancements of the MARAM Plan, systems and adhoc projects as required.• Support staff in the implementation of the Program and Merri Health’s Strategic Plan.• Actively participate towards team outcomes, ensuring targets and funding requirements are met, and good external relationships are maintained.• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none">• 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 Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none">• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions.• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes.• Sound upper limb joints, with the ability to withstand repetitive upper limb activity.• May be required to occasionally lift and carry items weighing up to 10kgs.



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	<p>Quality & Risk</p> <ul style="list-style-type: none"> Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required. Understand and implement accreditation standards that apply to team and organisation. Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements. Support staff to understand and apply new and changed policies and procedures. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.</p>
<p>Key selection criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> Working understanding of the MARAM Framework in the context of specialist family violence supports and interventions. Project Management Experience Comprehensive knowledge of the Victorian Royal Commission findings and the impact on the family violence sector Practice knowledge of family violence, perpetrator engagement and the impacts of risk assessment and response Well-developed skills stakeholder engagement and capacity building, with the ability to facilitate problem solving in complex environments Ability to establish productive working relationships at all levels of an organization and with key external stakeholders; Strong communication skills with a proven ability to positively influence through effective mediation, facilitation and negotiation; Flexible and able to embrace and respond effectively to change.
<p>Desirable</p>	<ul style="list-style-type: none"> Experience in working with Learning Management Systems; Experience coordinating student and learning and development programs; Post graduate qualifications in HRM or other related discipline.
<p>Checks, Licences and Registration</p>	<ul style="list-style-type: none"> National Police check International Police check Current full or probationary drivers licence Immunisation Requirements category C