

Position Title	Program Manager
Group/Portfolio	Arts, Education and Law / Griffith Criminology Institute
Classification	General Negotiated
Position Number	00062114
Reports To	Director, Transforming Corrections to Transform Lives Centre
Employment Type	Fixed Term

1.0 Position Purpose

The Program Manager position is situated within the Transform Lives Program in the Transforming Corrections to Transform Lives (TCTL) Centre. This Centre is housed in the Griffith Criminology Institute. The Program Managers will work in partnership with each other to oversee a team of Program Coaches with a collective goal of transforming the lives of mothers in custody and their children.

The aims of the TCTL Centre are to:

1. Co-create change to better support incarcerated mothers and their children to:
 - Break cycles of disadvantage and offending
 - Live in safety with dignity and fulfillment
2. Empower the sector, through collaboration, to engage in integrated service delivery
3. Co-create an evidence-base for sustainable system change and program effectiveness to drive long-term government adoption of the TCTL model

The Program Managers will, under the direction of the TCTL Centre Director, oversee the development and delivery of the Transform Lives Program - a new model of care that provides mothers with sustained, multi-modal support both during their prison sentence and post-release. The Program aspires to ensure that mothers are provided with continuity of care until they have sufficient stability and are sufficiently empowered to continue meeting their needs, improving their own lives, and supporting the positive development of their children.

2.0 Eligibility Requirements

- Completion of a four-year undergraduate degree in social work or psychology or a related discipline, together with completion of, or progress towards, a higher degree (Masters, Professional Doctorate, or PhD) in a relevant field, and demonstrated experience working with individuals involved in the criminal justice system within a multisystemic framework.
- Registration or eligibility for registration with an appropriate professional association
- Possession of a Blue Card, unless otherwise exempt.
- Possession of a valid driver's licence for Queensland.

3.0 Key Responsibilities

Under the direction of the TCTL Centre leadership team:

- Draw on emerging best practice in working with families of prisoners, and families with complex needs, to maintain the implementation of the Transform Lives Program trial.
- Oversee the implementation of the trial of the Transform Lives Program in Queensland women's correctional centres and in the community, including the implementation of individual and ongoing case planning for mothers and their children, with practitioners (i.e., Program Coaches).
- Supervise the Program Coaches and ensure that they are equipped with the skills and resources to perform their roles.
- Supervise the Program Assistants to deploy their support where needed to best facilitate the work of the Program Coaches.
- Carry a small caseload of families in the Transform Lives Program.
- Identify existing, and help develop new, programs that can engage mothers in skill building (including parenting programs, communication skills, resume and job interviews preparations, and general life skills training as needed).
- Build strong, productive relationships with key stakeholders and service providers in the community to support the work of the Transform Lives Program.
- Continue to develop, maintain, and lead a Communities of Practice with relevant stakeholders that promote and enable holistic case planning, information sharing and professional development.
- Work collaboratively with correctional centre staff and relevant staff within other government departments and service providers to ensure that Transform Lives Coaches are supported and that positive outcomes for mothers and their children are achieved.
- Work under the direction of the TCTL Centre Director, in partnership with other Program Manager(s), and collaboratively with researchers within the TCTL Centre to support the research and evaluation required to establish the effectiveness of the Transform Lives Program.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).