

## Position Description

<b>Role Title:</b>	ATSIDNQ Project Officer (Aboriginal & Torres Strait Islander Disability Network of Qld)
<b>Employment Status:</b>	Part-time (24 hours per week)
<b>Reports To:</b>	Chief Executive Officer (CEO)
<b>Location:</b>	Brisbane / Rockhampton / Townsville
<b>Award Classification:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 - Level 5, <i>with wage rates in accordance with the Federal Government's Fair Work (Transitional Provisions and Consequential Amendments) Amendment Regulation 2012 (No. 2).</i>

### Purpose of Role

The purpose of the Project Officer position is to be a strong and flexible resource to undertake the required project work to support the ATSIDNQ Network growth and achievement of its deliverables.

The Project Officer will be responsible for overseeing and coordinating all ATSIDNQ Network state-wide operations. The ATSIDNQ Project Officer will also be responsible for engagement activities and becoming a source of information in relation to Aboriginal and Torres Strait Islander people and disability.

Key duties include:

- delivery of high quality project management and flexibility towards the needs of the project;
- motivating and coordinating the ATSIDNQ project team to achieve the project deliverables, with cost effective management of resources;
- building partnerships with other organisations to promote the Network and to encourage information circulation across Qld;
- identification of systemic issues impacting Aboriginal and Torres Strait Islander people with disability, providing input for submissions and reports.

The Project Officer reports to and works closely with the CEO, and maintains a collaborative and productive working relationship with all other staff within ADA Australia.

The Project Officer is responsible for ensuring that all information and project work undertaken is consistent with the purpose, vision, and values of ADA Australia and Indigenous Australians, and comply with relevant legislation, quality standards, contemporary research and practice wisdom. ADA Australia aspires to reflective practice in all aspects of work, continuous quality improvement and the highest possible standards of service provision.

## **Key Position Duties**

### **Project Support**

- Undertake varied project work activities that ensure the achievement of all required deliverables by their due dates, as outlined in the relevant agreement with funding body.
- Maintain high standard of record keeping of project related activities.
- Act in a professional manner, at all times when working with members, potential members or industry representatives.
- Represent the Network at community and industry engagement opportunities.
- Support the volunteer Network Champions
- Build a strong Networking platform with other services and within communities.
- Maintain a strong focus in driving the Network to become an Indigenous membership governed organisation.

### **Technical Skills**

- Organise and coordinate promotion of Network activities in consultation with the team and administration support.
- Represent and promote the Network at Indigenous workshops, forums, public engagement and networking meetings.
- Maintain up to date knowledge and understanding of the relevant legislations, policies and procedures.
- Contact and liaise with existing Indigenous disability support groups as required.
- Ensure accurate client information is recorded in the Network database.
- Ensure confidentiality is maintained for all client communications and records.
- Provide a prompt and responsive service to all members, families and/or carers, service providers, community and action any referrals.
- Build relationships with communities through education and networking.
- Apply knowledge and understanding of Aboriginal and Torres Strait Islander culture, society and kinship networks, as well as communicate with and demonstrate acceptance by the Aboriginal and Torres Strait Islander community.
- Ensure that all statutory requirements are being met or exceeded (e.g. state legislation, federal legislation, funding agreements, other relevant legislation and regulations).

### **Teamwork and Communication**

- Motivate other ADA staff who support the Network to undertake project related activities with the appropriate utilisation of resources.
- Lead team discussions, team meetings and project work activities.

- Demonstrate the ability to work positively within a team environment as well as work autonomously to achieve individual and team targets through effective and open communication.
- Maintain and initiate regular and professional communication with work colleagues and management.
- Be able to resolve any workplace conflict in a professional manner and through processes outlined in ADA Australia policies and procedures.
- Develop and maintain cooperative and harmonious relationships and work in collaboration with others to prevent and/or resolve difficulties.

### **Continuous Quality Improvement**

- Promote reflective practice and consistently uphold a continuous improvement framework approach to the project.
- Identify opportunities for development of the Network towards inclusion and best outcomes for members.
- Participate in ADA Australia's relevant quality certification processes.
- Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for members, staff, visitors and the community.

### **Administration and Documentation**

- High level knowledge of Microsoft Office programs to perform the required duties.
- Ensure all documentation is accurate and completed in a professional and timely manner including membership records, newsletters and all other communications.
- Plan and manage time effectively to complete tasks and meet deadlines.
- Engage in written communications with Network members, ATSIDNQ team and external services as required.
- Prepare required documentation and quarterly reports as outlined in the agreement, or as directed by the CEO.
- Abide by ADA Australia's policies and procedures at all times.
- Collect and record data for systemic issues and Network feedback.
- Oversee and manage the ATSIDNQ project budget and expenditure.

### **Personal and Professional Development**

- Continue to develop knowledge and understanding of Aboriginal and Torres Strait Islander culture and needs in relation to members.
- Continue to develop professionally and personally to meet the changing needs of the position and the organisation.
- Participate in the organisation's performance management process.
- Attend training as identified through the performance management process, or as identified by management.
- Maintain up to date knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.
- Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.

## Behaviours

- Demonstrate empathy and compassion towards the Network's client group.
- Demonstrate commitment to ATSIDNQ members and ADA Australia and maintain a strong work ethic at all times.
- Demonstrate integrity and trust towards organisation and member group.
- Operate autonomously whilst maintaining accountability and working within organisational frameworks.
- Demonstrate an openness to learn from others, take on constructive feedback and provide solutions.
- Demonstrate a high level of judgment when faced with complex situations.
- Demonstrate a willingness to undertake reflective practice for self-development.

## Key Selection Criteria

- Experience in undertaking project work with, or advocating for Aboriginal and/or Torres Strait Islander people and people with a disability.
- A tertiary qualification in project management / community work or an equivalent combination of relevant experience, education and/or training.
- Excellent oral and written communication skills, with the ability to coordinate and motivate staff to support the work of the project.
- Excellent organisational skills, with the ability to work proactively and independently to coordinate multiple project deliverables and demands to achieve targets.
- High level computer skills – Microsoft Office or equivalent.
- Commitment to continuous quality improvement and to maintaining quality outputs.

## Desirable Requirements

- Strong connections or existing networks with Aboriginal or Torres Strait Islander communities or organisations.
- Experience working within a not for profit organisation or similar.
- Experience in working with diverse groups/individuals including Aboriginal and/or Torres Strait Islander, Australian South Sea Islander, Lesbian, Gay, Bisexual, Transgender and Intersex people, people with a disability and people from Culturally and Linguistically Diverse backgrounds.

## Essential Requirements

- Current drivers licence
- Current (less than three (3) years old) pre-employment national criminal history certificate and ongoing renewal every 3 years at employee's expense.

**Ongoing Requirements**

- Travel to remote and regional areas outside normal working hours may be required (including overnight trips on occasion)

**Acknowledgement**

I, ..... acknowledge that I have read and understood the key duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

*(This for is to be signed by the successful candidate or position holder – not be signed by applicants for the position).*

**Employee**

**Name:** .....

**Signed:** .....

**Date:** ...../...../.....

**Chief Executive Officer**

**Name:** .....

**Signed:** .....

**Date:** ...../...../.....