

Position Description

Role Title:	Team Leader, Words 2 Action ILC Project
Employment Status:	Full-time, fixed term until 30 June 2027
Reports To:	Manager, Disability & Business Development
Location:	Brisbane or Gold Coast
Award Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 - Level 6

Purpose of Role

The Team Leader, Words 2 Action oversees and coordinates the design, establishment and delivery of ADA's Words 2 Action ILC (Information, Linkages and Capacity Building) Project.

The Words 2 Action project aims to raise awareness and understanding of rights for people with disability. The Team Leader, Words 2 Action, will ensure that the program delivers high quality activities which ensure that people with disability, their families and carers, are aware of their rights and have the skills, knowledge and confidence to exercise those rights. This includes providing information and training regarding disability rights and self-advocacy for people with disability and support to navigate complaints processes.

The Team Leader, Words 2 Action reports to and works closely with the Manager, Disability and Business Development and maintains a collaborative and productive working relationship with all other staff within the organisation to achieve ADA Australia's strategic goals.

ADA Australia aspires to conduct reflective practice in all aspects of work, continuous quality improvement and the highest possible standards of service provision.

Key Position Duties

- Lead and coordinate the establishment of the Words 2 Action project.
- Lead the recruitment, selection and induction of new staff to the project.
- Set clear performance expectations, monitor and analyse key performance indicators, identify and provide feedback on areas for improvement.
- Provide guidance, supervision, and support to ILC project staff, including regular 1:1 meetings and performance planning and reviews, to help individual team members achieve their identified goals and KPIs.
- Track and report on project deliverables and targets, including contributing to the preparation of reports for the Department of Social Services.
- Input into and monitoring of the project budget.
- Build and maintain relationships with key external stakeholders related to the project establishment and delivery.

- Support the Words 2 Action project team through the external quality certification processes.
- Continually review project procedures and develop, implement and monitor quality improvement strategies and processes to support the success of the project.
- Develop a supportive team environment through working collaboratively to share and generate ideas and solutions.
- Participate in and contribute to Workplace, Health and Safety activities in the organisation to ensure compliance in accordance with the Work?Health.and.Safety.Act.8677?and the Work?Health.and.Safety.Regulation.8677;
- Contribute to the continuous improvement of all policies and procedures that support the inclusion and participation of people with disability.
- Participate in the organisation’s performance management process.
- Work collaboratively with other ADA Australia services.

Key Selection Criteria

- Tertiary qualification in social work / leadership / community services / human services or an equivalent combination of relevant experience, education and/or training.
- Demonstrated strong leadership skills with the ability to develop, mentor and supervise staff in a geographically dispersed environment.
- Demonstrated skills and experience in project management, with the ability to navigate a complex work environment and support procedures, policies, and regulations affecting the position.
- Demonstrate a high level of competency and knowledge of the disability sector and advocacy practices.
- Demonstrated high level written and verbal communication/presentation skills and establishing and maintaining partnerships with stakeholders.
- Proven commitment to continuous improvement and to maintaining quality outputs.

Essential requirements

- A valid Queensland drivers’ licence.
- Current (less than three (3) years old) pre-employment National Criminal History Certificate (ongoing renewal every 3 years at employee’s expense).
- Valid NDIS Worker Screening Clearance (paid workers) at employee’s expense.
- Valid Working with Children – Blue Card (paid workers) at employee’s expense.
- Willingness to travel to regional areas outside normal working hours as required (including overnight trips on occasion).

ADA Australia strongly recommends that employees have and maintain Covid-19 and influenza vaccination currency in line with current Public Health Directives and organisation policy.