

# Position Description

<b>Title</b>	Senior Project Officer (Planning, Development and Evaluation Program)
<b>Business Unit</b>	Specialist Programs and Development
<b>Location</b>	26 Jessie Street, Coburg
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Group Manager Specialist Programs and Development

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

This is a senior, specialist position designed to enhance service innovation and expansion, the incorporation of evidence-based practice and provide the basis for high quality consumer-informed service provision. The primary focus of the role is within the specialist component of the AOD and MH division. There is an expectation that the position will also contribute to further AOD and MH service enhancement across Uniting.

## 2. Scope

**Budget:** nil

**People:** Up to 3 EFT

## 3. Relationships

### Internal

- Group Manager Specialist Programs and Development (Direct reporting) and liaison with:
- AOD and MH Divisional Leadership Team (DLT)

## Position Description

### Senior Project Officer, Planning, Development and Evaluation Programs

- Uniting Marketing and Communications (including Philanthropic Trusts Lead)
- Centre for Social Impact (Kildonan Chair in Community Services Innovation)
- Uniting and AOD Metro Consumer Programs

#### External

- Department of Health, Families and Fairness and other funders (including PHNs)
- VAADA and other relevant Peak Bodies
- Collaborating partners (service delivery and tender development)

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## 4. Key responsibility areas

### Project funding submission development

- Coordinate and significantly contribute to the development of government funding submissions (literature reviews, program conceptualization, partner liaison and all aspects of submitting high quality tender responses in a timely way)
- Coordinate and contribute AOD input to philanthropic trust applications in collaboration with Uniting Marketing and Communications
- Develop and maintain effective relationships with state, the Commonwealth and other funding bodies and collaborating partners

### Program development

- Provide leadership in the conceptualisation and documentation of innovative, evidence-based AOD stream projects (including the conduct of literature reviews, translating research into practice and designing processes that are consistent with accepted quality standards)
- Engage Uniting Consumers in project design
- Provide leadership and direction to steering and reference groups, working parties and internal and external collaborators
- Work Collaboratively in designing and developing programs and their resources

### Project evaluation, reporting and dissemination

- Work collaboratively with AOD and MH Divisional Leadership Team, Uniting researchers, external evaluation consultants and consumers to design, conduct, document and disseminate internal and external project evaluations

### Information and resource development and coordination

- Develop and maintain systems for the effective dissemination of online resources to ensure that clinicians and others have access to the latest evidence and information to provide effective services
- Review and revise program materials for clinical staff and clients of AOD and MH services (including models, facilitation materials and client resources)
- Coordinate and contribute specialist AOD knowledge and experience to Uniting Marketing and Communications activities (media/social media, publications)
- Manage and/or coordinate consumer resource development and distribution in collaboration with Uniting Marketing and Communications

### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

## Position Description

### Senior Project Officer, Planning, Development and Evaluation Programs

#### Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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## 5. Person specification

### Qualifications

- Relevant graduate and postgraduate tertiary qualifications in Health Sciences (e.g. Psychology, Social Work)
- Alcohol and other Drug course qualifications (graduate, postgraduate or competency-based).

### Experience

- Extensive understanding and senior experience working in the Alcohol and other Drug Sector
- Extensive demonstrated experience coordinating projects
- Research literacy and ability to translate research into practice
- Evaluative research conduct
- Writing for diverse audiences (government, academic, consumers).

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- List the selection criteria other than qualifications and experience that a candidate will be assessed against in an internal and/or external recruitment process.
- Group in key areas with headings in order of importance (e.g. Project management: proven capability to scope, plan, manage and deliver complex information technology software development projects).
- These are normally core technical and or professional/leadership (soft skills) capabilities (within a capability framework if inexistence), areas of knowledge or practice that the incumbent must regularly call upon, or other key success factors for this position

## Position Description

### Senior Project Officer, Planning, Development and Evaluation Programs

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#### 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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#### 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

##### Employee

Name:

Signature:

Date: