

Position Description

Title	Senior Project Officer (Planning, Development and Evaluation)
Business Unit	AOD & MH Division
Location	26 Jessie St., Coburg 3058
Employment type	Full Time, Ongoing
Reports to	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.

Key responsibilities and tasks of this role will be the comprehensive management and preparation of tenders and other business development documentation for AOD and MH division. In this role you will lead the development of documents that support the development and expansion of new programs including through tenders, documentation supporting tenders (including literature reviews), and other strategic projects.

2. Scope

Budget: nil

People: nil

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3. Relationships

Internal

- Group Manager Specialist Programs and Development (Direct reporting) and liaison with:
- AOD and MH Divisional Leadership Team (DLT)
- Uniting Marketing and Communications (including Philanthropic Trusts Lead)
- Centre for Social Impact (Uniting Chair in Community Services Innovation) Uniting and AOD Metro Consumer Programs
- Uniting Advocacy and Public Policy Team

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)
 - Research Bodies
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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
- Contributing to the development of documents that support programs and growth
- Engaging internal stakeholders to contribute subject specific information for projects
- Forming collaborative and strategic working relationships within the team
- Providing tender writing support for all AOD MH work areas, where capacity allows

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 online resources to ensure our teams are informed on current evidence based practice and information
- 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

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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.

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.

5. Person specification

Qualifications

- Relevant graduate or postgraduate tertiary qualifications (for example Health Sciences, Public Health, Psychology, Social Work)
- Knowledge and understanding of the Victorian Alcohol and other Drug and Mental Health sectors

Experience

- Extensive understanding and experience working in the Alcohol and other Drug Sector, Mental Health sector, or other specialist community services areas
- Experience coordinating Community Services projects
- Research literacy and ability to translate research into practice
- Evaluative research conduct
- Writing for diverse audiences (government, academic, consumers).
- Track record of working with research institutes (e.g. partnering on research projects)
- Extensive writing, research and communication skills.
- Experience in writing proposals, tenders and strategic documents.
- Strong time management skills to manage priorities and meet deadline

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.
- Undertake a variety of written tasks and apply good judgment on prioritising
- Prepare a range of documents to a high standard
- Work productively and collaboratively with others

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.

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

7. Acknowledgement

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

Employee

Name:

Signature:

Date: