Position Description

Sector Development Project Officer

Who we are: *We are the peak body representing and supporting community organisations, and the people they assist, to reduce alcohol, tobacco and other drug related harm for all Tasmanians*

Our Vision: *A Tasmania without alcohol, tobacco or other drug related harm or discrimination*

Our Team Values: *Courage, Compassion, Collaboration, Integrity, Curiosity, Excellence*

Hours of Work:	*Part time (0.8 FTE)*
Salary and Conditions:	*Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 5 (salary packaging is available).*
Location:	*The role is located at the ATDC office at Suite 1, Level 1/175 Collins Street, Hobart, Tasmania. The ATDC offers flexible working arrangements, providing staff the option to work remotely one day a week. This role will require some intrastate travel and flexibility in working days may be required.*
Position Summary:	*The Sector Development Project Officer role is responsible for the delivery of engagement activities, including short-term projects and the ATDC's calendar of events and forums. This role also represents the ATDC in forums and comittees.*
Reporting:	*This role reports directly to the People and Change Manager.* *This role has no direct reports.*
Qualifications and Skills:	*This role requires a combination of experience, expertise and competence sufficient to perform the duties required at this level. This may have been attained through previous appointments, service and/or study.*
Personal Attributes:	*This role requires an organised and self-motivated person who is a competent communicator, and excellent administrator and can work autonomously and as part of a small team. This role will suit someone who enjoys creating opportunities to support and build the sector through delivering professional development and networking opportunities. This person will have an eye for detail and enjoy switching between critical thinking tasks and event execution.*
Organisational Responsibilities:	*Supporting the planning, implementation, and delivery of the ATDC's sector development activities by:* o *Planning and managing small to medium complex projects, delivering projects on time, on budget and within scope.* o *Responsible for managing all aspects of the delivery of ATDC events focusing on facilitating high quality client experiences and positive outcomes for members and stakeholders. This includes, but is not limited to:* - *Forward-planning events in conjunction with ATDC team.* - *Consulting directly with the sector to identify training needs.*

	- *Researching clinical and non-clinical training options and emerging trends in workforce development.* - *Co-designing and co-presenting workshops, forums, and training events.* - *Utlising project software to ensure all aspects of the project reporting is managed and outcomes are both met and evaluated within specified timeframes.* o *Undertaking sector-specific research to provide detailed reports for use in developing sector capacity building activities and initiatives.* o *Supporting the ATDC team in managing strong relationships across a diverse group of stakeholders, exercising judgement, influencing and negotiation skills to maximise relational outcomes.* o *Providing administrative support ensuring the smooth daily functioning of the sector development and capacity building activities of the ATDC. Including high quality documents and communications with minimal supervision, supporting both project and event delivery.* o *Undertaking other duties, as directed by the CEO to support the organisation and contribute to a positive and productive workplace.*
Selection Criteria:	**Qualifications, Skills and Experience** 1. *At least three years' experience in effective delivery of projects or complex programs in a community and/or health setting.* 2. *Experience delivering events, forums or workshops or planning and coordinating such activities.* 3. *Ability to undertake research, analyse and understand complex information, and present this information to a variety of audiences.* 4. *Strong written and oral presentation skills with an eye for detail.* 5. *Capacity to manage competing priorities and to work with minimal supervision.* 6. *Well-developed interpersonal skills with the ability to professionally engage with a diverse stakeholder group and act as an ambassador for the ATDC.* **Desirable** 7. *Tertiary qualification in relevant discipline.*
Essential Requirements:	*A satisfactory police check is required* *Current drivers' licence.*
Lived Experience:	*The ATDC encourages qualified applicants with lived experience of alcohol, tobacco and other drug use to apply.*

Competency Framework – Sector Development Project Officer			
Personal Attributes		**Relationships**	
Adapt and Respond to Change		*Communicate Effectively*	*3*
Display Resilience and Courage	*3*	*Commitment to Customer Service*	*4*
Act with Integrity	*3*	*Influence and Negotiate*	*3*
Manage Self	*3*	*Work Collaboratively*	*3*
Results		**Business Support**	
Deliver Results	*3*	*Finance*	*2*
Plan and Prioritise	*4*	*Technology*	*2*
Think and Solve Problems	*3*	*Procurement and Contract Management*	*2*
Demonstrate Accountability	*3*	*Project Management*	*3*
		4 – Highly Advanced *3 – Advanced* *2 – Intermediate* *1 – Foundational*	
People Leadership and Management			
Lead, and Develop People	*2*		
Inspire Direction and Purpose	*2*		
Optimise Business Outcomes	*3*		
Manage Reform and Change	*2*		

It is agreed that these are the primary requirements for the position of the Sector Development Project Officer. However there is an expectation that this position may perform, or learn other duties, as required by the ATDC.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the Sector Development Manager therefore the entire document will be considered during any performance assessment.

Employee Signature _____ *Date* _____

Sector Development Project Officer

Employer Signature _____ *Date* _____

Chief Executive Officer