Position Description

Director

Lived & Living Experience

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 Values: Skilful, Adaptable, Kind, Authentic, Integrity

Hours of Work:	60.8 (.8 FTE) (Fixed-Term until 30 June 2027).
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010, Level 8.1 (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 balance their work days in the office with working remotely. This role will require some intrastate travel and potential interstate travel.
Position Summary:	This role provides strategic oversight of the ATDC's Lived and Living Experience (LLE) projects. A central component is systemic advocacy and the provision of specialist expert advice to the ATDC, government and key community stakeholders on priority issues of importance to those with a LLE of alcohol, tobacco and other drug use and their families and friends In Tasmania. This role is also responsible for managing the day-to-day operations of the ATDC's Lived Experience Advocate Service.
Reporting:	This role reports directly to the CEO. The role has one direct report and oversight of approx. 40 volunteer LLE advocates.
Qualifications and Skills:	This role requires a combination of experience, expertise and formal qualifications that have been attained through previous appointments, service and/or study.
Personal Attributes:	Working in a small and highly engaged team, this role requires a person with a high-level strategic mindset who can undertake stakeholder engagement work in an evolving policy environment alongside people with a LLE experience of ATOD use, community service organisations, and government representatives. A systems-thinker, they will also be a strong communicator, and natural collaborator who can articulate the value of LLE and work with others to successfully position the voice and role of ATOD LLE to ensure sustainability and impact.

	With outstanding interpersonal skills, they will be able to influence and maintain rapport with a range of stakeholders, including those with a LLE experience to provide high-level authoritative specialist advice on ATOD policy LLE matters.
Organisational Responsibilities:	Organisational responsibilities include but are not limited to: • Developing and maintaining effective relationships and partnerships with a diverse range of stakeholders including government, organisations and individuals to progress ATOD LLE policy, representation and advocacy issues • Providing specialist expert advice and input into the ATDC, sector and Government policy development, evaluation, and responses on issues of significance to those with a LLE of ATOD use, and their families and friends • Manage and strategically position the ATDC Lived Experience Advocate Service to deliver outcomes for Tasmanians who access healthcare and other services. • Provide leadership and direction to ensure the continued development of an independent organisation for Tasmanians with LLE, and collaborate with peer agencies at a state and national level, as required • Establishing and coordinating communities of practice, forums, consultation and / or training, as required • Design and implement a planned approach to building leadership and capability of Tasmanians with an LLE through the provision of professional development and advocacy activities. • Initiating and managing organisational projects with significant scope and complexity, and developing project reports, project budgets and strategic policy advice on systemic ATOD issues and other topics • Contributing to annual ATDC operational planning processes and providing expert advice into the development and/or review of organisational policies and procedures • Undertaking other duties, as directed by the CEO to support the organisation and contribute to a positive and productive workplace.
Team Management Responsibilities:	Team management responsibilities include but are not limited to: • Managing the Recruitment, selection and induction of team members • Establishment, monitoring and evaluation of team work-plans • Provision of expert advice into the development of work practices, and procedures for projects • Controlling and monitoring of operational line budgets • Provision of coaching and/or mentoring support to team members • Monitoring and review of team member performance
Selection Criteria:	**Qualifications, Skills and Experience** 1. Relevant qualifications or experience in a relevant field 2. A minimum of 3-5 years experience in a senior management role in a not-for-profit environment. Experience in intergovernmental relations, grant funding administration or not-for-profit business development would be advantageous

	3. Demonstrated advocacy skills, with capacity to bring a collective, rather than an individual perspective to this work. 4. Demonstrated strategic and critical thinking skills including the ability to research, analyse and provide authoritative specialist advice 5. Highly advanced interpersonal and communication skills, including high level written and oral presentation skills with extensive experience in engagement, collaboration and establishing and maintaining networks 6. High-level project or program management skills and experience, including the ability to work autonomously, prioritise and self-manage their own workload 7. Demonstrated experience managing a small team that includes volunteers, including operational planning, managing budgets, process and people.
Desirable Requirements:	Trauma Informed Care and / or Mental Health First Aid accreditation, or the willingness to undertake this training Knowledge and understanding of the LLE and wider ATOD sector, or the capacity to quickly get across the subject matter, structures and processes of the Tasmanian ATOD sector / health system
Essential Requirements:	A satisfactory National Police Check and a current Working with Vulnerable Persons Registration is required prior to commencing work with the ATDC.
Lived & Living Experience:	The ATDC encourages qualified applicants with LLE of alcohol, tobacco and other drug use to apply.

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

It is agreed that these are the primary requirements for the position of the Director Lived & Living Experience. 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 CEO therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

Director Lived & Living Experience

Employer Signature _____ Date _____

Chief Executive Officer