



Position Description

Sector Development Manager

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: Empathy, Compassion, Respect, Dignity, Inclusiveness, Innovation and Creativity

Hours of Work:	Full time (1.0 FTE)
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 7 (salary packaging is available)
Location:	The role is located at the ATDC office at Suite 1, Level 1/175 Collins Street, Hobart, Tasmania. This role will require some intrastate travel and flexibility in working days may be required
Position Summary:	Funded through the Australian Government Department of Health's <i>Drug and Alcohol Treatment Services</i> funding program, this role is responsible for the development and implementation of capacity building initiatives for Tasmanian alcohol, tobacco and other drug community sector organisations. A senior member of the ATDC team, the role is responsible for introducing and managing complex organisational projects and supervising project staff as required.
Reporting:	This role reports directly to the CEO. The role has one direct report.
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 a self-motivated person who possesses strong conceptual and critical analysis skills, high-level interpersonal and stakeholder management skills and the ability to work autonomously and as part of a small team
Organisational Responsibilities:	Contributing to the development and overseeing the delivery of the ATDC's 2019-22 Sector Development Strategy, through the development of an annual <i>Sector Development Plan</i> that will include, but is not limited to: <ul style="list-style-type: none">Developing collaborative local partnerships to strengthen linkages between the ATDC and other public and private alcohol, tobacco and other drug organisational stakeholders to deliver sector capacity building initiatives. These joint capacity building initiatives may range from research, workforce development and policy and advocacy

	<ul style="list-style-type: none"> • Leading the development of the ATDC's annual training calendar to ensure the delivery of relevant, evidence-based professional and business development opportunities for the Tasmanian alcohol, tobacco and other drug workforce • Liaising with the State and Territory Peaks Capacity Building Network on the delivery and evaluation of joint capacity building projects • Contributing to the development of sector development information and materials as required for the ATDC's regular communication channels including the online newsletter and social media • Representing the ATDC in a range of state and national forums, committees and high-level working parties. This may also include contributing to the delivery of the ATDC biennial conference • Developing project reports and strategic policy advice on systemic alcohol, tobacco and other drug issues and other topics • Undertaking other duties, as directed by the CEO to support the organisation and contribute to a positive and productive workplace
Team Management Responsibilities:	<p>Team management responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Recruitment, selection and induction of direct report • Establishment, monitoring and evaluation of direct report work-plans • Controlling and monitoring of operational line budgets • Provision of coaching and/or mentoring support to direct report and / or other team members as required • Monitoring and review of direct report performance
Selection Criteria:	<p>Qualifications, Skills and Experience</p> <ol style="list-style-type: none"> 1. Demonstrated understanding of the community services sector, primary health and allied health care systems with a focus on alcohol, tobacco and other drug policies 2. High level strategic, conceptual, analytical and creative skills, including the demonstrated ability to research and identify relevant issues and priorities, and make recommendations 3. Excellent interpersonal and communication skills, including high level written and oral presentation skills 4. High-level representation and stakeholder management skills including the ability to liaise effectively with others in a range of organisational settings 5. Well-developed organisational skills to contribute to a small team in a pressured environment, and work autonomously to deadlines 6. Demonstrated experience managing a small team, including planning, supporting and performance management.
Essential Requirements:	A satisfactory police check is required prior to commencing work with the ATDC
Lived Experience:	The ATDC encourages qualified applicants with lived experience of alcohol, tobacco and other drug use to apply.

Competency Framework – Sector Development Manager			
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	2
		Project Management	3
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership and Management	3		
Lead, and Develop People	2		
Inspire Direction and Purpose	2		
Optimise Business Outcomes	3		
Manage Reform and Change	3		

It is agreed that these are the primary requirements for the position of the Sector Development Manager. 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 _____

Sector Development Manager

Employer Signature _____ Date _____

Chief Executive Officer