



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

Hours of Work:	Part time (0.6 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. 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 providing support to the ATDC's Sector Development Manager in the development and delivery of engagement activities, including short-term projects and the ATDC's calendar of events and forums.
Reporting:	This role reports directly to the Sector Development 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 can work autonomously or as part of a small team. A positive attitude with strong decision making and critical thinking skills, an eye for detail and a keen desire to learn are also important for success in this role.
Organisational Responsibilities:	Supporting the planning, implementation, and delivery of the ATDC's sector development and capacity building activities by: <ul style="list-style-type: none">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:<ul style="list-style-type: none">- Forward-planning events in conjunction with ATDC team.- Consulting directly with the sector workforce to identify training needs.- Researching clinical and non-clinical training options and emerging trends in workforce development.

	<ul style="list-style-type: none"> - Co-designing and co-presenting workshops, forums, and training events. - Utilising project software to ensure all aspects of the project reporting is managed and outcomes are both met and evaluated within specified timeframes. <ul style="list-style-type: none"> o Undertaking sector-specific research to provide detailed reports for use in developing sector capacity building activities and initiatives. o Supporting the SDM 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. o Generating high quality detailed internal and external documents and communications with minimal supervision, supporting both project and event delivery. o Undertaking other duties, as directed by the Sector Development Manager to support the organisation and contribute to a positive and productive workplace.
<p>Selection Criteria:</p>	<p>Qualifications, Skills and Experience</p> <ol style="list-style-type: none"> 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. <p>Desirable</p> <ol style="list-style-type: none"> 7. Tertiary qualification in relevant discipline.
<p>Essential Requirements:</p>	<p>A satisfactory police check and current Working with Vulnerable Person Check is required prior to commencing work with the ATDC.</p> <p>Current drivers' licence.</p>
<p>Lived Experience:</p>	<p>The ATDC encourages qualified applicants with lived experience of alcohol, tobacco and other drug use to apply.</p>

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
		Project Management	3
Demonstrate Accountability		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 – Foundational	
People Leadership and Management	2		
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 CEO therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

Sector Development Manager

Employer Signature _____ Date _____

Chief Executive Officer