



# Position Description

## ATOD Data Sharing Project 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

<b>Hours of Work:</b>	Full time (1.0 FTE) Fixed Term: ASAP until 31 December 2021
<b>Salary and Conditions:</b>	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 8 (salary packaging is available).
<b>Location:</b>	The role is located at the ATDC office at Suite 1, Level 1/175 Collins Street, Hobart, Tasmania. This role may require some intrastate travel.
<b>Position Summary:</b>	The ATOD Data Sharing Project Manager is responsible for coordinating a collaborative project between the ATDC, Primary Health Tasmania and the Tasmanian State Government to review current Alcohol, Tobacco and other Drug treatment service data systems (both government and non-government) to identify options for the real-time sharing of consumer treatment information.
<b>Reporting:</b>	This role reports directly to the Chief Executive Officer. This role has no direct reports.
<b>Qualifications and Skills:</b>	This role requires a combination of experience, expertise and formal qualifications that have been attained through previous appointments, service and/or study
<b>Personal Attributes:</b>	This role requires a person with exceptional initiative who can undertake project work that has significant scope and complexity. The individual must be able to provide high-level authoritative specialist business analyst advice in relation to business administration and information technology matters. It is essential that the individual possess very strong interpersonal and stakeholder management skills, including the ability to work autonomously and alongside senior representatives across community organisations and government.
<b>Organisational Responsibilities:</b>	<ul style="list-style-type: none"><li>o Prepare the ATOD Sector Data Sharing Project Plan;</li><li>o Establish and coordinate the ATOD Sector Data Sharing Project Working Group, including the development of a terms of reference;</li><li>o Undertake research, and lead key stakeholder consultations with all Tasmanian government funded ATOD organisations (including government);</li></ul>

	<ul style="list-style-type: none"> <li>o Author an options paper that will provide information, descriptions and analysis of data sharing platforms that can facilitate real time service data sharing (including costings and strategies to address client information confidentiality and existing state and federal ATOD data reporting requirements);</li> <li>o Develop other high quality detailed project documentation as required to support the successful delivery and reporting requirements of the project; and</li> <li>o Undertaking other duties, as directed by the Chief Executive Officer to support the organisation and contribute to a positive and productive workplace.</li> </ul>
<p><b>Selection Criteria:</b></p>	<p><b>Qualifications, Skills and Experience</b></p> <ol style="list-style-type: none"> <li>1. Highly experienced business analysis skills, including demonstrated experience in analysing business processes and information technology systems and interpreting business needs and translating them into operational requirements.</li> <li>2. Significant experience in project management, together with high level skills and extensive experience in the analysis and implementation of business process improvements.</li> <li>3. High level interpersonal, communication, negotiation and conflict resolution skills and the ability to identify and negotiate mutually acceptable solutions in situations of differing interest.</li> <li>4. Well-developed written communication skills, including proven ability to produce accurate and meaningful documentation such as business requirements, functional specifications, project reports and presentations.</li> <li>5. High level strategic, conceptual, analytical and creative skills.</li> <li>6. Demonstrated ability to work effectively both independently and as a member of a team to support the achievement of organisational objectives.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>7. An understanding of the political, social and organisational issues of a health services environment.</li> </ol>
<p><b>Essential Requirements:</b></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><b>Lived Experience:</b></p>	<p>The ATDC encourages qualified applicants with lived experience of alcohol, tobacco and other drug use to apply.</p>

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

It is agreed that these are the primary requirements for the position of the Chief Executive 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 Chief Executive Officer therefore the entire document will be considered during any performance assessment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

ATOD Data Sharing Project Manager

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief Executive Officer