



# Position Description

## Reform 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

<b>Hours of Work:</b>	Full time (1.0 FTE) Fixed Term until 30 June 2024
<b>Salary and Conditions:</b>	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 6 (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. Flexible working arrangements are available and this role will require some intrastate travel. .
<b>Position Summary:</b>	Funded through the Tasmanian Department of Health, this role is responsible for supporting the roll out of the Tasmanian Government's <i>Reform Agenda for Alcohol and Other Drug Sector in Tasmania</i> . Working closely with ATDC member organisations and government representatives, the Reform Project Officer will undertake consultation to inform and represent the perspective of the Tasmanian community-managed alcohol, tobacco and other drugs sector in reform discussions. This role will also be responsible for the delivery of key reform projects. This will include the 'AOD Consumer Representative Organisation Project', focused on establishment of an independent consumer representative organisation for the Tasmanian alcohol, tobacco and other drugs sector.
<b>Reporting:</b>	This role reports directly to the Sector Development Manager and will be guided by other senior team members including the CEO and Policy Manger / 2IC. The role has no direct reports.
<b>Qualifications and Skills:</b>	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.
<b>Personal Attributes:</b>	This role requires a self-motivated person who possesses strong conceptual and critical analysis skills with an interest in policy development and / or project management. The role also requires high-level interpersonal and stakeholder management skills and a person comfortable to work autonomously and as part of a small team.

Effective Date: September 2021



<p><b>Organisational Responsibilities:</b></p>	<p>The primary responsibilities of this role include:</p> <ul style="list-style-type: none"> <li>- Building collaborative relationships with a diverse range of community sector and government stakeholders involved in the delivery of the AOD Reform Agenda</li> <li>- Facilitating consultations with ATDC member organisations to inform reform project priorities</li> <li>- Undertaking research and preparing reports, submissions and other documentation as required in response to a broad range of reform project initiatives</li> <li>- Managing key reform projects, including the 'AOD Consumer Representative Organisation Project' in accordance with best-practice project management approaches</li> <li>- Representing the ATDC in reform discussion forums, working groups and other settings</li> <li>- Other duties, as required</li> </ul>
<p><b>Selection Criteria:</b></p>	<p><b>Qualifications, Skills and Experience</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated experience in providing high quality policy advice and analysis. Experience in the community services sector will be highly regarded</li> <li>2. Demonstrated success in managing time-specific projects, including project design, implementation, reporting and evaluation</li> <li>3. High-level interpersonal skills with the ability to engage with community sector professionals and government representatives</li> <li>4. High-level written skills, including a demonstrated ability to prepare material suited to the target audiences, as well as professional reports and other documents</li> <li>5. Demonstrated initiative and problem-solving skills with the ability to develop alternative approaches both autonomously, and as part of a small team.</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>6. Experience in not-for-profit governance, systems and processes and/or establishment of community organisations.</li> <li>7. Tertiary qualifications in relevant discipline and/or equivalent experience</li> </ol>
<p><b>Essential Requirements:</b></p>	<p>A satisfactory National Police Check and current Working with Vulnerable People Registration (employment) are required prior to commencing work with the ATDC.</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>

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<b>Competency Framework – Reform Agenda Project Officer</b>			
<b>Personal Attributes</b>		<b>Relationships</b>	
<b>Adapt and Respond to Change</b>		Communicate Effectively	4
Display Resilience and Courage	4	Commitment to Customer Service	3
Act with Integrity	4	Influence and Negotiate	3
Manage Self	4	Work Collaboratively	4
<b>Results</b>		<b>Business Support</b>	
Deliver Results	4	Finance	2
Plan and Prioritise	4	Technology	2
Think and Solve Problems	3	Procurement and Contract Management	2
		Project Management	4
<b>Demonstrate Accountability</b>		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	3		

It is agreed that these are the primary requirements for the position of the Reform 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 \_\_\_\_\_

Reform Project Officer

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

Chief Executive Officer

Effective Date: September 2021