



# Position Description

## Lived Experience 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>	Part-time (3 days per week). This is a fixed-term role until June 30, 2023.
<b>Salary and Conditions:</b>	Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010, Level 4 (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 need some intrastate travel and flexibility in working days may be required.
<b>Position Summary:</b>	The Lived Experience Project Officer is a key position designed to support Tasmanians with a lived experience of alcohol, tobacco and other drugs to participate in opportunities to share their expertise to strengthen the Tasmanian alcohol, tobacco and other drugs sector. A central aspect of this role is to help drive and support the establishment of an independent lived experience organisation in Tasmania.
<b>Reporting:</b>	This role reports to the Reform Agenda Project Officer and takes general direction from other senior team members including the Policy Manager and CEO.  This 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.  Ideally the individual will have a health services or community sector background combined with experience working with people with complex health concerns. Experience in, or knowledge of, lived experience advocacy is highly valued.
<b>Lived Experience:</b>	The ATDC encourages qualified applicants with lived experience of alcohol, tobacco and other drug use to apply.
<b>Personal Attributes:</b>	This role requires a self-motivated person who possesses strong interpersonal skills, including empathy and compassion, with excellent organisational skills. The role requires an individual who can work autonomously and as part of a small busy team that is committed to elevating the lived experience voice to influence change.

<p><b>Duties and Responsibilities:</b></p>	<p>Working with the ATDC team, the successful applicant will be responsible for:</p> <ul style="list-style-type: none"> <li>• engaging with the network of lived experience advocates across Tasmania, building collaborative relationships with Tasmanians with a lived experience of alcohol, tobacco and other drug use.</li> <li>• Facilitating a community of people to contribute to the business case for an independent lived experience organisation</li> <li>• Implementing a community of practice for LEAs that will run a pilot campaign on an agreed issue.</li> <li>• Communicating issues on behalf of people with lived experience to the ATOD sector through presentations and an online forum.</li> <li>• Maintaining and coordinating key administrative processes such as report writing, minute and record keeping, meeting organisation, document review.</li> <li>• Represent the ATDC where relevant.</li> </ul>
<p><b>Selection Criteria:</b></p>	<p><b>Qualifications, Skills and Experience</b></p> <ol style="list-style-type: none"> <li>1. Relevant qualifications and/or demonstrated relevant experience in health policy, community development, lived experience engagement, social work or another relevant discipline.</li> <li>2. Demonstrated understanding of the challenges facing people with a lived/living experience of alcohol and other drugs from a personal or clinical perspective (or both).</li> <li>3. Demonstrated understanding of lived experience advocacy</li> <li>4. High-level interpersonal skills with the ability to engage with community sector professionals and people from a wide range of backgrounds.</li> <li>5. Strong communication skills, including demonstrated experience in group facilitation, information gathering and preparing written documents for a range of audiences and purposes.</li> <li>6. Demonstrated high-level organisational skills with experience in small project development and delivery.</li> </ol>
<p><b>Essential Requirements:</b></p>	<p>A satisfactory police check and working with vulnerable persons check is required prior to commencing work with the ATDC.</p>

<b>Competency Framework – Lived Experience 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	3	Work Collaboratively	4
<b>Results</b>		<b>Business Support</b>	
Deliver Results	4	Finance	1
Plan and Prioritise	4	Technology	2
Think and Solve Problems	3	Procurement and Contract Management	1
		Project Management	2
<b>Demonstrate Accountability</b>		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
People Leadership and Management	2		
Lead, and Develop People	3		
Inspire Direction and Purpose	3		
Optimise Business Outcomes	1		
Manage Reform and Change	2		

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

Lived Experience Project Officer

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

Chief Executive Officer