



Position Description

Manager – Lived Experience

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, .7 FTE (Fixed-Term until 30 June 2027).
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHCADS) 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. The ATDC offers flexible working arrangements, providing staff the option to balance their work days in the office with working remotely. This role will require some intrastate travel and potential interstate travel.
Position Summary:	<p>This role provides collective representation to the ATDC, government and key community stakeholders on priority issues of importance to those with a lived / living experience of alcohol, tobacco and other drug use and their families and friends in Tasmania.</p> <p>This role is also responsible for managing the day-to-day operations of the ATDC's Lived Experience Advocate Service.</p>
Reporting:	This role reports directly to the CEO. The role has one direct report and oversight of approx. 30 volunteer lived experience advocates.
Qualifications and Skills:	This role requires a combination of experience, expertise and formal qualifications that have been attained through previous appointments, service and/or study.
Personal Attributes:	<p>Working in a small and highly engaged team, this role requires a person with strategic thinking skills who can undertake stakeholder engagement work in an evolving policy environment alongside people with a lived / living experience of ATOD use, community service organisations, and government representatives.</p> <p>A systems-thinker, they will also be a strong communicator, and natural collaborator who can articulate the value of lived experience and work with others to successfully identify and realise shared opportunities.</p> <p>With outstanding interpersonal skills, and a trauma informed approach, they will be able to build and maintain rapport with a range of stakeholders, including those with a lived / living experience to provide high-level authoritative specialist advice on ATOD policy lived experience matters.</p>

<p>Organisational Responsibilities:</p>	<p>Organisational responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Developing and maintaining effective relationships and partnerships with a diverse range of stakeholders including government, organisations and individuals to progress ATOD lived experience policy, representation or advocacy issues • Providing specialist expert advice and input into the ATDC's policy development, evaluation, and responses on issues of significance to those with a lived / living experience of ATOD use, and their families and friends • Managing the successful operation of the ATDC Lived Experience Advocate Service • Establishing and coordinating lived experience communities of practice, forums, consultation and / or training, as required • Provide leadership and representation of the AOD lived experience voice in the Review of Lived Experience and any activities that follow • Collaborate with peer agencies at a state and national level, as required • Initiating and managing lived experience organisational projects with significant scope and complexity, and developing project reports, project budgets and strategic policy advice on systemic ATOD issues and other topics • Contributing to annual ATDC operational planning processes and providing expert advice into the development and/or review of organisational policies and procedures • Undertaking other duties, as directed by the CEO to support the organisation and contribute to a positive and productive workplace.
<p>Team Management Responsibilities:</p>	<p>Team management responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Managing the Recruitment, selection and induction of team members • Establishment, monitoring and evaluation of team work-plans • Provision of expert advice into the development of work practices, and procedures for projects • Controlling and monitoring of operational line budgets • Provision of coaching and/or mentoring support to team members • Monitoring and review of team member performance
<p>Selection Criteria:</p>	<p>Qualifications, Skills and Experience</p> <ol style="list-style-type: none"> 1. Relevant qualifications or experience in a relevant field such as social work, psychology, health promotion, lived experience or peer work 2. A minimum of 3-5 years experience in a management role in a not-for-profit environment. Experience in intergovernmental relations, grant funding administration or not-for-profit business development would be advantageous 3. Demonstrated lived experience advocacy skills, with capacity to bring a collective, rather than an individual perspective to this work. 4. Demonstrated critical thinking skills including the ability to research, analyse and provide authoritative specialist advice

	<ul style="list-style-type: none"> 5. Highly advanced interpersonal and communication skills, including high level written and oral presentation skills with extensive experience in engagement, collaboration and establishing and maintaining networks 6. High-level project or program management skills and experience, including the ability to work autonomously, prioritise and self-manage their own workload 7. Demonstrated experience managing a small team that includes volunteers, including operational planning, managing budgets, process and people.
Desirable Requirements:	<p>Trauma Informed Care and / or Mental Health First Aid accreditation, or the willingness to undertake this training</p> <p>Knowledge and understanding of the ATOD sector, or the capacity to quickly get across the subject matter, structures and processes of the Tasmanian ATOD sector / health system</p>
Essential Requirements:	<p>A satisfactory National Police Check and a current Working with Vulnerable Persons Registration is required prior to commencing work with the ATDC.</p>
Lived Experience:	<p>The ATDC encourages qualified applicants with lived experience of alcohol, tobacco and other drug use to apply.</p>

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

It is agreed that these are the primary requirements for the position of the Manager Lived Experience. 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 _____

Manager Lived Experience

Employer Signature _____ Date _____

Chief Executive Officer