

POSITION DESCRIPTION

POSITION TITLE:	Project Officer – One Community Together	LOCATION:	Clarence Plains
REPORTS TO:	Community Engagement Coordinator	HOURS:	Fixed Term Full Time - 38 hours per week– 5 years
SALARY/AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) \$57,126 – \$61,236 per annum pro-rata (plus 9.5% Superannuation Guarantee)	LEVEL:	Level 3 of the Social, Community, Home Care and Disability Services Industry Award 2010

ORGANISATIONAL VISION, MISSION & VALUES:

Vision:	Creating compassionate, resilient and connected local communities
Mission:	Guided by Christian values, Hobart City Mission brings together people who give and people in need, through the provision of client focused, holistic and innovative services.
Values:	<i>The principles that guide our behaviour and decision making</i>
• Honesty	We are honest, ethical and transparent, and this will build trust, with clients, staff and supporters.
• Respect	We respect you so you will respect yourself.
• Teamwork	We work together as a professional team to accomplish the outcomes that we strive to achieve.
• Innovative	We seek to find solutions where none seem to exist, to assist those in need.
• Passion	We are inspired to assist those in need regardless of circumstance and stature.

PURPOSE OF THE POSITION:

Hobart City Mission has been appointed by One Community Together (<https://onecommunitytogether.org.au/>) to provide Backbone Services as part of a Collective Impact model. The Project Officer will work within the Backbone Service to support the vision and strategy of One Community Together as determined by the Steering Committee.

This position will:

- Provide project management and administrative support to the One Community Together initiative by providing support to coordinate teams, help in facilitating community engagement, developing

partnerships, increasing community connections and building toward positive outcomes.

- Work collaboratively with sector stakeholders and the Community Engagement Coordinator in undertaking tasks to assist with building relationships and community awareness of the initiative.
- Support agenda setting, data collection, and meeting organisation as well as follow up on actionable items.

KEY RESPONSIBILITIES:

- Work together with the Steering Committee to provide data, prioritise opportunities for action and to adapt to changing context and systems in in the overall vision and strategy for the initiative.
- Administration of meetings (Steering Committee, Working Groups and Focus Teams.)
- Manage meeting logistics - Plan and schedule meeting date/s, time, where the meeting is to be held.
- Organise catering for meetings if necessary.
- Assist development of meeting agendas with chair/ co-chair.
- Invite all of the relevant members/interested parties and send calendar invites, email or post or personally deliver to those that do not have email.
- Ensure attendee lists are up to date and make note of apologies.
- Assist co-chairs to facilitate meetings - take minutes at meetings and send out minutes of meetings.
- Follow up and manage next steps (actions/tasks that needs doing/and who is responsible for actions/tasks) that come out of Steering Committee and Working Group meetings as necessary.

Support the activities of Focus Teams, Structure Teams as well as the aligned work of Partners.

- Undertake administration of all meetings (as above).
- Follow up and manage next steps (actions/tasks to be done and who has taken on those actions/tasks) that come out of meetings, as necessary.
- Encourage all members of the groups to act on actions/tasks agreed on in meetings.
- Provide support to Steering Committee and Working Groups as feasible.

Establish and maintain shared measurement practices.

- Ensure that all members/participants/partners/stakeholders are aware of the value of shared data.
- Collect, analyse, interpret and report on data as guided and supported by the Shared Measurement Working Group.

Build community engagement, partnerships and ownership.

- Communicate issues with community members.
Support the HCM Community Engagement Coordinator to build, develop and maintain connections and credibility within the relevant geographic and focus areas with community members and other stakeholders.

Update and maintain policies and procedures.

- Ensure that all partners are working within OCT policy and procedures, such as the requirement of having an up to date Working with Vulnerable People Registration (Tasmanian Department of Justice issued).

- Periodically review “One Community Together” policies and procedures.
- Ensure the project is meeting legislation requirements as specified in Policies and Procedures.
- Support fundraising efforts for the collective impact initiative.

SELECTION CRITERIA:

The successful applicant will possess demonstrable competency, knowledge, understanding and/or skills in the following areas:

1. High level interpersonal, verbal and written communication skills and effective listening skills.
2. The ability to provide support and assistance across a range of different areas of responsibility. This includes an ability to liaise appropriately with all potential stakeholders and work reasonably independently.
3. Possess high level organisation skills.
4. Demonstrated knowledge of office and administrative procedures including filing, accurate data input and analysis, maintaining accurate information records, organising agendas and meetings, taking minutes of meetings and actioning items from meetings.
5. Ability to prepare or edit data, correspondence, agendas, minutes and reports as required.
6. Experience in operating a variety of office equipment such as telephone systems, answering machines, computers, photocopiers, printers, and scanning systems. This includes experience in a variety of computer software with the ability to operate word processing, database and spreadsheet packages.
7. Organisational and time management skills with the ability to work to deadlines and plan own work priorities and the flexibility to adapt to changing priorities.
8. Understanding of the need to maintain confidentiality and exercise discretion and diplomacy in all aspects of the position in accordance with the Privacy Act 1988

Essential Qualifications & Experience:

- Relevant qualifications in Administration or clearly demonstrated extensive experience deemed to be the equivalent.
- Knowledge of Project Management processes is highly desirable.
- Knowledge of the operations of community sector organisations is desirable.
- Required to attain or have the ability to attain a Schedule 1 National Police Check (Tasmania) and Working with Vulnerable People registration (issued via the Tasmanian Department of Justice).

PERSONAL QUALITIES & BEHAVIOURAL ATTRIBUTES:

Communication	Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
Planning & Organising	Establishing courses of action for self and others to ensure that work is completed efficiently.
Managing Work (including Time Management)	Effectively managing one’s time and resources to ensure that work is completed efficiently.

Initiative	Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
Gaining Commitment	Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.
Building Positive Working Relationships	Building positive and collaborative relationships to facilitate the accomplishment of goals.

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

EMPLOYEE NAME:			
EMPLOYEE SIGNATURE:		DATE:	
MANAGER NAME:			
MANAGER SIGNATURE:		DATE:	
PERFORMANCE REVIEW PERIOD:			
NEXT REVIEW DATE:			