

POSITION DESCRIPTION: CODA PROJECT DIRECTOR

Position Title:	CODA Project Director	Department:	CODA Project
Reports To:	Chief Executive Officer		
Direct Reports:	Senior CODA Project Officer	Location:	Darlinghurst/Hybrid
Position Purpose:	<p>The Project Director is responsible for the strategic leadership, development, implementation, day-to-day management, evaluation and reporting of the Community Organisations Disaster Adaptation (CODA) Project. This role ensures that the project aligns with NCOSS's strategic goals by delivering the project to a high standard and achieving positive outcomes for the target communities. The Project Director manages the project team and plays a key role in fostering principles of cultural humility and inclusivity, ensuring that the projects are designed and delivered in a culturally responsive manner.</p>		
	<p>Position Dimensions</p> <p>Industrial Instrument: NCOSS EBA 2016</p> <p>Delegation of authority:</p> <p>Refer to the Delegations Policy</p>		

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Key Accountabilities	Key Activities
1. Strategic Project Leadership	<ul style="list-style-type: none">• Develop and implement a strategic project plan that aligns with and supports NCOSS's mission, vision, and objectives.• Provide strategic advice to the CEO and senior leadership team on project matters.• Provide strategic leadership and direction to project staff, ensuring alignment with project goals and objectives.• Foster opportunities for and lead strategic engagement with Government stakeholders regarding disaster adaptation.• Identify and analyse emerging trends and needs within the target communities, informing project development and adaptation.• Contribute to NCOSS's overall strategic planning and policy development.• Identify opportunities for additional and alternative revenue generation.• Create opportunities to share knowledge or collaborate with other organisations where it is mutually beneficial or where they are working in the same field or towards similar objectives.

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Key Accountabilities	Key Activities
2. Project Development and Implementation	<ul style="list-style-type: none">• Lead the development and implementation of an innovative and evidence-based project.• Establish and manage project governance systems and processes.• Guide CODA Project Partners and key stakeholders to identify and co-design effective and highly engaging systems, processes and resources to strengthen the sector and community's understanding of Disaster Risk Reduction (DRR), leveraging existing resources and ensuring lessons through the project are captured.• Establish systems and support to facilitate project activities' design and delivery in a culturally responsive and inclusive manner.• Develop and oversee project budgets, work plans, and performance measures.• Manage project resources effectively, ensuring efficient and effective project delivery and accurate reporting.• Oversee the development of project materials, resources, and communication strategies.• Ensure compliance with contract requirements, NCOSS values, and governance and regulatory standards, including reporting obligations to funders and stakeholders.
3. Project Evaluation and Reporting	<ul style="list-style-type: none">• Develop and implement project evaluation frameworks to assess project effectiveness and impact.• Commission a suitably qualified independent evaluator to undertake the project evaluation.• Collect and analyse project data, preparing reports and recommendations for improvement.• Prepare and submit timely and accurate project reports to funders, adhering to contractual reporting schedules.• Use monitoring and evaluation findings to inform project development and adaptation.• Oversee project evaluation and continuous improvement efforts to enhance impact and sustainability.

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Key Accountabilities	Key Activities
4. Stakeholder Engagement and Relationship Management	<ul style="list-style-type: none">• Build and maintain strong relationships with project partners, stakeholders, and community members.• Establish and manage project engagement and advisory systems with delivery partners and key external stakeholders.• Facilitate effective communication and collaboration with diverse stakeholders.• Represent NCOSS at project-related meetings, and relevant forums, conferences and events.• Manage and resolve stakeholder issues and concerns.• Develop and maintain strong relationships with key stakeholders, including government, NGOs, community groups, and funding bodies.• Function as the primary contact for project-related stakeholders, ensuring strong engagement and collaboration.
5. Team Leadership and Development	<ul style="list-style-type: none">• Provide leadership and direction to project staff, fostering a culture of collaboration, cultural humility, innovation, and excellence.• Manage and develop project staff, building their capacity and empowering them to achieve their full potential.• Manage team performance and ensure the delivery of high-quality outputs.• Promote a positive, inclusive, and supportive work environment.• Recruit, train, and retain talented project staff (as required).

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Qualifications and Experience

- Tertiary qualifications in social policy, project management, social sciences, or a related discipline.
- Experience leading and managing complex projects in the social services or advocacy sectors.
- Demonstrated experience managing senior-level staff and fostering a collaborative team environment.
- Strong experience in financial management, including managing budgets, grants, and reporting to funding bodies.
- Excellent stakeholder engagement skills, building and maintaining relationships with government, NGOs, and community organisations.

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Competencies

Core Competencies

Commitment to Mission - Demonstrates a strong commitment to NCOSS's mission of promoting social justice and addressing poverty. Integrates NCOSS values into all projects.

Ethical Integrity - Acts with professionalism and integrity, ensuring ethical decision-making across all project operations.

Adaptability and Resilience - Maintains effectiveness in a dynamic environment, managing complex and competing priorities while adapting to change.

Leadership Competencies

Visionary Leadership - Inspires and motivates teams, fostering a positive culture that aligns with NCOSS's strategic goals.

Strategic Thinking - Demonstrates the ability to achieve long-term organisational goals and anticipate challenges and opportunities, through effective resource management and project implementation.

Decision Making - Makes informed decisions in a timely manner, considering the impact on NCOSS projects and stakeholders.

Management Competencies

Team Development - Builds and leads effective teams, supporting professional development and fostering a collaborative work environment.

Operational Management - Ensures operational efficiency by managing day-to-day project activities and implementing systems and processes that support the organisation's needs.

Financial Stewardship - Manages project budgets and financial resources responsibly, ensuring financial sustainability and maximising impact.

Functional Competencies

Technical Proficiency - Demonstrates advanced project management and project delivery skills, ensuring the prompt achievement of project objectives.

Project Management – Manages strategic project implementation with multiple delivery partners ensuring project activities and deliverables are completed on time, within scope, and on budget.

Problem Solving and Innovation - Identifies issues and provides creative, innovative solutions that enhance project impact.

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Interpersonal Competencies

Communication Skills - Communicates clearly and effectively with internal and external stakeholders, adapting messages to different audiences.

Stakeholder Engagement - Builds and maintains positive relationships with key stakeholders, including government, NGOs, and community groups.

Cultural Competence - Demonstrates respect for diversity and promotes inclusive practices in all project-related activities.

Personal Effectiveness Competencies

Self-Management - Manages workload effectively, demonstrating strong time management and organisational skills.

Learning and Development - Continuously seeks opportunities for professional growth and encourages learning within project teams.