


POSITION DESCRIPTION		
Position	Senior Project Officer - Family Inclusive AOD Services	
Unit	Policy Development & Research	
Reporting to	Manager Research & Development	
Hours of work	22.5 hours / 3 days per week 10 month contract position	
Salary	SCHADS Award, Level 6	
Award conditions	Social, Community, Home Care and Disability Services Industry Award (SCHADS)	
Position Statement	The Senior Project Officer is responsible for leading and coordinating a project to improve the recognition, inclusion, and support of families and carers within the Alcohol and Other Drugs (AOD) sector. This project includes the development and delivery of a practice review and a range of workforce capacity building resources.	
Accountabilities & Responsibilities		
Project Management	<ul style="list-style-type: none"><li>Design and conduct a practice review evaluating family inclusion within Alcohol and Other Drugs (AOD) sector programs, on time and within budget</li><li>Develop and coordinate a workforce resource development plan drawing on the findings of the practice review, on time and within budget</li><li>Engage, coordinate and liaise with stakeholders and carers participating in the project, ensuring their continued involvement and any issues or concerns are resolved quickly and with a positive outcome</li><li>Monitor and report on project deliverables, timeline and budget as required</li></ul>	
Evaluation	<ul style="list-style-type: none"><li>In collaboration with the Policy and Research teams and project partners, develop and implement an evaluation plan along with specific tools and measures to evaluate family inclusion within identified AOD services</li><li>Collect, analyse and report on evaluative data, producing a high level report outlining key findings and implications for practice</li></ul>	
Capacity building	<ul style="list-style-type: none"><li>In collaboration with the Policy and Research teams, develop a family inclusive practice guide with accompanying practical tools for use by AOD services across NSW</li></ul>	
Team work	<ul style="list-style-type: none"><li>Attend staff, unit and other meetings as required</li><li>Assist in cross-unit project activity.</li><li>Assist with the general operations of the organisation</li></ul>	
Professional development	<ul style="list-style-type: none"><li>Attend relevant group seminars and training sessions</li><li>Develop individual program for professional development in consultation with Manager Policy &amp; Development, if appropriate to specific project objectives</li></ul>	
Quality Improvement	<ul style="list-style-type: none"><li>Demonstrates ongoing commitment to the Vision, Values, Strategic Plan, and Business Plan</li><li>Understanding and commitment to continuous improvement processes</li><li>Understanding of and compliance with Carers NSW Policies and Procedures</li><li>Undertakes quality improvements to ensure policies and processes are best practice for quality outcomes to be achieved</li><li>Compliance with all other legislative requirements</li></ul>	
Knowledge Management	<ul style="list-style-type: none"><li>Demonstrates ongoing commitment to facilitating knowledge sharing and collaboration across teams, program areas, business units, geographic locations to reduce duplication and enhance effectiveness</li><li>Works to maintain knowledge accessibility, and quality of digital and physical knowledge assets, including documentation</li></ul>	

	<ul style="list-style-type: none"> <li>• Understanding of and commitment to Carers NSW's knowledge sharing practices, encouraging active participation in knowledge networks and communities of practice and fostering a culture of continuous learning</li> <li>• Drives continuous improvement of knowledge management through feedback and innovation</li> </ul>
<b>Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• Has the capacity and understanding to work with and support diverse populations</li> <li>• Recognises the rights of others and respects difference in all its forms</li> <li>• Is committed to social justice and social inclusion</li> <li>• Values diversity as a strength and positively utilises diversity</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Understanding and compliance with all relevant WHS legislation</li> <li>• Take reasonable care to protect your health and safety and the health and safety of others.</li> <li>• Report all safety hazards, incidents, near misses and injuries</li> <li>• Maintain a clean and orderly work area</li> <li>• Actively participate in safety improvement activities</li> </ul>
	<b>Selection Criteria</b>
<b>Essential qualities</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in project management health, social sciences, social work or related discipline</li> <li>• Minimum 3 years' experience managing projects within the community, health, or AOD sectors</li> <li>• Demonstrated knowledge of, and experience in applying, evaluation methodologies</li> <li>• Demonstrated capacity to produce, or oversee the development of, high quality information and capacity building resources</li> <li>• Demonstrated understanding of issues experienced by people living with AOD dependency and their families and carers</li> <li>• Proven ability to build rapport with team members, other organisations and service providers</li> <li>• Strong time management and task prioritisation skills</li> <li>• High level written, oral communication and computer skills</li> <li>• Ability to work unsupervised and within a team environment</li> </ul>
<b>Desirable Qualities</b>	<ul style="list-style-type: none"> <li>• Lived experience as a carer of a person living with AOD dependency</li> <li>• Understanding of issues relating to the AOD sector and /or mental illness</li> </ul>

**I have read and understand the requirements of this role as described in this document**

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Employee Signature

\_\_\_\_\_  
Date