



Position Description and Selection Criteria

Position: Senior Project Officer

Hours: Full time position, with the option to negotiate flexible arrangements

Salary: The position is classified under the SCHADS award as level 6, pay-point 1, with access to annual increments.

ACTCOSS pays above agreement wages at this level according to the ACT Community Sector Multiple Enterprise Agreement, and the fulltime wage is currently \$93,820 plus 10% superannuation.

Term: Full-time, fixed term contract.

Organisational Context

The ACT Council of Social Service (ACTCOSS) advocates for social justice in the ACT and represents not-for-profit community organisations. ACTCOSS works to ensure that government policy improves the lives of people who face disadvantage and that community service organisations are adequately resourced and supported. ACTCOSS is a member of the nationwide COSS network, made up of each state and territory COSS and our national body, the Australian Council of Social Service (ACOSS).

Benefits of the Position.

The role of the Senior Project Officer will suit someone with experience in community services, workforce development, vocational education and/or training and careers advice, and with a strong interest in social justice.

The position gives the successful candidate a broad and engaging workload, with an opportunity to work with a team of around 15 individuals.

ACTCOSS interacts with diverse communities, allowing you to meet and connect with people from different backgrounds and circumstances.

ACTCOSS makes every effort to provide a flexible work environment, allowing substantial employee control of their working hours, among other benefits.

Role

The Senior Project Officer will be responsible for managing a new ACTCOSS project – the *ACT Health and Community Services Careers Hub: Everyday know you made a difference*.

The Project will showcase to young people, mid-career professionals, career influencers and those looking to develop their career path, the benefits of working in the health community sector including values-based work; opportunities for progression; the range of careers and transferability of skills into and out of the sector.

The ACT Health and Community Services Careers Hub will:

1. Increase knowledge and create greater awareness of career paths in the health and community sectors
2. Promote a rewarding career change to mid-career professionals or people re-entering the workforce
3. Change perceptions in the broader community (parents, career advisers, educators) about careers in the community services sector
4. Support organisations to retain existing staff by supporting health and community sector staff to develop and reach their full career potential
5. Highlight the health and community services sector as a career aspiration to younger school children.

Reporting to Head of Sector Capability, the role will be responsible for the successful delivery of the ACT Health and Community Services Careers Hub. This will include

- delivery of the Careers Hub website through an external provider;
- engagement with stakeholders (including schools, careers influencers, community organisations, tertiary educational institutions and RTOs, community groups);
- design of resources; and
- monitoring and evaluation of the project.

The position will need to work closely and collaboratively with ACTCOSS members and partners, the Capability Team, the Operations Team and Deputy CEO, to ensure the successful implementation of the project.

Duties and Responsibilities

The Senior Project Officer will include:

- Work closely with the Project Steering Group, ACTCOSS members and stakeholders and relevant ACTCOSS teams to implement the ACT Health and Community Services Careers Hub.
- Ensure strong frameworks and systems for consultation and engagement to ensure the project is informed by expert input.
- Identify, procure and work with an external provider to deliver the Careers Hub website.
- Work with ACTCOSS members and stakeholders to develop and design resources and content for the Careers Hub website and in person activities.
- Recruit and engage community sector organisations to be ambassadors and participants in Community Sector Careers Hub activities.
- Develop and deliver a marketing and communications plan to introduce and promote the Careers Hub to career influencers including lecturers, teachers, career advisers and influencers, parents and community sector organisations.
- Successfully deliver a launch of the Careers Hub project.
- Support the design and delivery of the project monitoring and evaluation framework.
- Oversee and direct the work of project support staff and others who may be seconded to assist over the course of the project;
- Regular reporting to the ACTCOSS Board, ACTCOSS CEO and Project Steering Committee.
- Comply with Commonwealth Government project funding reporting requirements
- Ensure compliance with work health and safety requirements and any other regulatory matters.

Selection Criteria

Applicants should submit their CV and a *brief* letter responding to the essential criteria set out in this section. If you have additional skills or qualifications listed as “highly regarded”, please respond to these as well.

Essential

The successful applicant will be able to demonstrate:

- Experience and skills in one or more of the following: careers advice; workforce development; health and community services sector; human resources; tertiary education; project management.
- Excellent verbal and written communication skills.
- Ability to develop partnership and stakeholder relationships relevant to the community sector and tertiary education sector.
- Experience of successfully delivering a significant project.
- Well-developed skills to facilitate stakeholder engagement.
- Ability to work co-operatively with a diverse range of people.
- Ability to generate new ideas, solve problems and work autonomously on an agreed agenda within agreed timelines and budget.

Highly regarded

- Tertiary qualifications in a relevant discipline.
- Experience in a membership based or community organisation.
- Awareness of the contemporary social policy environment, community sector and the role of peak bodies.
- Understanding of Equal Employment Opportunity and Work Health and Safety Principles.

ACTCOSS is an equal opportunity employer, and we welcome applications from people with diverse backgrounds and life experiences.