



HealingFoundation

Strong Spirit • Strong Culture • Strong People

Position Title:	Project Officer, WorkUP Queensland
Reporting to:	Senior Manager, WorkUP Queensland
Direct Reports:	0
Location:	Brisbane
Job Type:	Part time
Initial Appointment:	Fixed term
Last updated:	August 2020

POSITION OBJECTIVES

The Project Officer contributes to achieving the outcomes and objectives of WorkUP Queensland by working collaboratively with the domestic and family violence, sexual violence and women's health and wellbeing sector to provide Queenslanders with a strategic, well-trained and strongly supported workforce that will help in the fight to end violence.

THE HEALING FOUNDATION VISION

The Healing Foundation (THF) is a national Aboriginal and Torres Strait Islander organisation that partners with communities to address the ongoing trauma caused by actions like the forced removal of children from their families.

We focus on building culturally strong, community led healing solutions, through working closely with communities around the country.

WORKUP QUEENSLAND

The Healing Foundation, in consortium partnership with Australia's National Research Organisation for Women's Safety (ANROWS), has been engaged by the Queensland Department of Child Safety,

Youth and Women to deliver a 3-5 year program to build the capacity and capability of the specialist sexual violence, domestic and family violence and women's health and wellbeing workforce.

As the service lead, the Healing Foundation is responsible for overall project and contract management, governance support, financial and project reporting, as well as specific sub-project deliverables.

Key features of WorkUP Queensland include:

- Strategic workforce planning
- Translating evidence to action
- Place-based action research
- Aboriginal and Torres Strait Islander knowledge circles and cultural leadership
- Cost-effective professional development solutions delivered through a supply chain
- Establishing practice studios to test ideas and build relationships with mainstream and Aboriginal and Torres Strait Islander services.



ROLE AND RESPONSIBILITIES

The Project Officer:

- Manages and implements capability-building and action learning initiatives to meet the sector workforce needs;
- Collaborates with Project team members to ensure delivery of a suite of statewide capacity and capability-building strategies both directly and through sub-contractors;
- Collaborates with other Healing Foundation staff and contractors to ensure effective delivery and integration of knowledge;
- Produces project plans and manages the delivery of contracted projects according to Healing Foundation procedures to ensure the achievement of agreed objectives, milestones, timeframes and budgets and escalates issues to supervisors as required;
- Establishes and maintains strong, effective and culturally appropriate relationships with project stakeholders;
- Complies with Healing Foundation policies on trauma and healing and ensures open communication on trauma and healing issues with staff;
- Identifies and raises project resource issues with Healing Foundation management in a constructive and solutions-focused manner;
- Supports the implementation of team goals, works collaboratively and builds effective relationships with other members of the team and seeks ongoing support from their supervisors and other team members.

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL CRITERIA

Project Officer, WorkUP Queensland must be able to demonstrate the following:

1. Demonstrated project and contract management skills utilising a sector development framework and ability to problem solve effectively and creatively.
2. Demonstrated understanding of sexual, domestic and family violence, trauma and healing.
3. Ability to build and create strong relationships with Aboriginal and Torres Strait Islander community members, stakeholders, training providers and organisations.

4. The ability to work independently, manage workloads, take initiative and meet deadlines.
5. Demonstrated oral and written communication and presentation skills and ability to communicate effectively including cross culturally.
6. Demonstrated ability to work collaboratively and flexibly to support delivery of project outcomes and contribute to the broader objectives of the Healing Foundation.
7. Relevant qualifications and/or experience are desirable in a relevant discipline, as is a willingness and ability to undertake training relevant to this role.

MANDATORY REQUIREMENTS OF THE ROLE

- Ability to travel approximately one week per month and support the Healing Foundation's activities across a variety of regional and remote contexts.
- The Project Officer will need to undertake and satisfactorily complete a Police Check and Working with Children Check.

HIGHLY DESIRABLE CRITERIA

- Bachelor's degree in a human services field
- 2+ years professional experience (preferably in the human services sector).

To discuss the role, please contact WorkUP Queensland Senior Manager Louise Villanova at louise@healingfoundation.org.au or on 0437 022 792