



HealingFoundation

Strong Spirit • Strong Culture • Strong People

Position Title:	Project Officer
Reporting to:	Senior Manager
Direct Reports:	0
Location:	Brisbane
Job Type:	Part time
Initial Appointment:	Permanent
Last updated:	September 2020

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.

CAPABILITY FRAMEWORK CORE COMPETENCIES

PEOPLE AND RELATIONSHIPS	RESULTS AND EXPERTISE	INNOVATION AND CONTINUOUS IMPROVEMENT	JOB SPECIFIC CAPABILITIES
<p>Live our Values and Guiding Principles</p> <p>Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others</p>	<p>Understand Our Business</p> <p>Be committed to the organisation's mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities</p>	<p>Put Ideas into Action</p> <p>With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other</p>	<p>Corporate Services</p> <ul style="list-style-type: none"> • Finance operations and reporting • Human resources and employee services • Talent management • Business systems • Quality and compliance
<p>Enhance Health and Wellbeing</p> <p>Be socially responsible with a genuine</p>	<p>Service Delivery</p> <p>Understand and meet the needs and expectations of our people, communities,</p>	<p>Achieve Change</p> <p>Seek to understand reasons for change and be open to new initiatives,</p>	<p>Engagement & Delivery</p> <ul style="list-style-type: none"> • Community and stakeholder development and

<p>commitment to an environment where people are safe and can enhance their physical, mental and emotional wellbeing</p>	<p>suppliers and other key stakeholders and colleagues</p>	<p>providing constructive feedback and embracing change with resilience</p>	<p>relationships</p> <ul style="list-style-type: none"> ● Healing, trauma and culture ● Program and contract development, delivery and evaluation ● Mentoring and advocacy
<p>Grow Cultural Awareness and Connection</p> <p>Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on their culture, family and country, and how these elements are connected</p>	<p>Be Accountable and Outcome Focused</p> <p>Accept responsibility for role, make prompt informed decisions and take focused action to achieve results</p>	<p>Grow and Share Knowledge</p> <p>Incorporate learning, knowledge capture and sharing into your work routinely</p>	<p>Public Affairs & Communications</p> <ul style="list-style-type: none"> ● Media, communications and stakeholder relations ● Branding and positioning ● Event planning and management ● Internal communications ● Style guide and design
<p>Proactively Engage and Communicate</p> <p>Build and maintain relationships with respectful and honest communication, that facilitates mutual benefits and outcomes</p>			<p>Strategy</p> <ul style="list-style-type: none"> ● National Strategy evaluation, advice and submissions ● New business and partnership opportunities ● Research and thought leadership
			<p>Leadership</p> <ul style="list-style-type: none"> ● Purposeful strategic direction ● Inspire and grow people ● Finance, governance and risk management

Reporting to the Senior Manager, WorkUP Qld

PEOPLE AND RELATIONSHIPS	
Core Competencies	ADVANCED PRACTITIONER
<p>Live our Values and Guiding Principles</p> <p>Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others</p>	<ul style="list-style-type: none"> ● Serve as a role model in demonstrating values/principles
<p>Enhance Health and Wellbeing</p> <p>Be socially and culturally responsible with a genuine commitment to an environment where people are safe and can enhance their physical, mental and emotional wellbeing</p>	<ul style="list-style-type: none"> ● Actively identify and document problems and offer solutions to ensure a safe work environment ● Support the development of initiatives designed to enhance the physical, mental and emotional wellbeing of self and others
<p>Grow Cultural Awareness and Connection</p> <p>Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on their culture, family and country, and how these elements are connected</p>	<ul style="list-style-type: none"> ● Support the development of initiatives that increase the organisation's overall understanding of the significance that Aboriginal and Torres Strait Islander people place on their culture, family and country, and how these elements are connected ● Develop education and learning material to support the development of our collective knowledge and understanding
<p>Proactively Engage and Communicate</p> <p>Build and maintain relationships with respectful and honest communication, that facilitate mutual benefits and outcomes.</p>	<ul style="list-style-type: none"> ● Serve as a role model in demonstrating how to build and maintain positive working relationships ● Take a lead in identifying and achieving mutual benefits and outcomes ● Build wide and effective networks internally and externally
RESULTS AND EXPERTISE	
Core Competencies	ADVANCED PRACTITIONER
<p>Understand Our Business</p> <p>Be committed to the organisation's mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities</p>	<ul style="list-style-type: none"> ● Serve as a role model in demonstrating an engagement with our mission ● Actively look for and communicate opportunities to grow our capability and impact

<p>Service Delivery</p> <p>Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues</p>	<ul style="list-style-type: none"> • Proactively share who our key stakeholders are and support others to build knowledge of our purpose, needs and direction • Contribute to the development of service delivery outcomes within area of responsibility • Model service excellence • Prioritise effectively and achieve defined expectations • Share good news stories
<p>Be Accountable and Outcome Focused</p> <p>Accept responsibility for role, make prompt informed decisions and take focused action to achieve results</p>	<ul style="list-style-type: none"> • Be achievement focused • Actively contribute to the setting of clear and measurable team goals • Use expertise and knowledge to assist in the development of day-to-day solutions • Refer unresolved problems on with recommendations to assist in swift resolution

INNOVATION AND CONTINUOUS IMPROVEMENT	
Core Competencies	ADVANCED PRACTITIONER
<p>Put Ideas into Action</p> <p>With innovation at our core, be curious, explore new concepts and prepare to try new ideas, backing ourselves and each other</p>	<ul style="list-style-type: none"> • Consistently explore and encourage unique and new ideas • Test assumptions and facilitate brainstorming to identify new ideas within area of expertise • Actively seek out and synthesise constructive feedback from key stakeholders
<p>Achieve Change</p> <p>Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience</p>	<ul style="list-style-type: none"> • Support others to adapt to changing situations • Be flexible and adaptable in your approach to work • Provide proactive feedback • Role model resilience
<p>Grow and Share Knowledge</p> <p>Incorporate learning, knowledge capture and sharing into your work routinely</p>	<ul style="list-style-type: none"> • Continuously build knowledge, maintaining currency on professional, technical or procedural role requirements • Demonstrate reflective practice that positively impacts work outcomes

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.



JOB SPECIFIC CAPABILITIES

PROJECT OFFICER	ADVANCED PRACTITIONER
ROLE AND RESPONSIBILITIES	<p>The Project Officer: Reporting and Events 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.</p> <ul style="list-style-type: none"> • Prepares timely reporting on WorkUP Queensland engagement and delivery to effectively communicate performance and impact for stakeholders, governance bodies and contract managers; • Collaborates with WorkUP Queensland team members to provide event management for the delivery of a suite of state-wide capacity and capability-building strategies both directly and through sub-contractors; • Supports the development of, and provides ongoing maintenance of databases and event management systems to support reporting and delivery of WorkUP Queensland; • Collaborates with other Healing Foundation staff and contractors to ensure effective delivery and integration of knowledge; • 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	<ul style="list-style-type: none"> • Demonstrated project development skills utilising and ability to problem solve effectively and creatively. • Demonstrated event management skills within a sector development context. • Demonstrated high level written communication and presentation skills and ability to communicate effectively including cross culturally. • Demonstrated understanding of sexual, domestic and family violence, trauma and healing. • Ability to build and create strong relationships with Aboriginal and Torres Strait Islander community members, stakeholders, training providers and organisations. • The ability to work independently, manage workloads, take initiative and meet deadlines.
MANDATORY REQUIREMENTS	<ul style="list-style-type: none"> • 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

- Bachelor's degree in a Business or a related field.
- Significant demonstrated professional experience in corporate and community communications (preferably in the human services sector)
- Experience in managing programs, within a not for profit organisation, developing a "roll up the sleeves and get it done" approach. Must be able to work independently