

POSITION DESCRIPTION

Senior Project Officer

Job Information

Position Purpose:	The position is responsible for managing a community engagement project with public housing tenants. This position will lead a team of community engagement officers tasked with providing education and support to enable public housing tenants to participate in a trial solar energy program.
Reports to:	Manager Essential Services, Practice, Research and Policy
Strategic Outcome Area:	Practice, Research and Policy
Team/Unit/Location:	Brisbane Office
Qualifications:	A related degree from a recognised tertiary institution is desirable
Term of Employment:	Fixed term to 30 June 2018
Salary/Classification:	QCOSS/QSU Certified Agreement 6 (\$86,123 – 88,716 + 10.5% super). Salary packaging benefits apply.
Hours of work:	38 hours per week. Flexible working hours and time off in lieu apply.
Applications Close:	Close of Business 9 June 2017
Contact for Enquiries:	Carly Hyde Tel 07 3004 6909 or jobs@qcross.org.au

Key responsibilities and outcomes

- Lead the delivery of a community engagement project, including planning and setting outcomes, coordinating and delivering activities, managing project performance, addressing risks and issues, and reporting outputs and outcomes to meet defined milestones.
- Manage and support a team of community engagement officers, some of whom will be based in regional locations, who will be undertaking activities to build the capacity of public housing tenants.
- Provide advice and work collaboratively and productively with government, community and corporate partners and stakeholders to support the achievement of shared project outcomes.
- Represent QCOSS on Project Working Groups and contribute to building and maintaining QCOSS's reputation amongst stakeholders as a voice of authority and expertise regarding service sustainability and the voice of service users.
- Identify, capture and communicate feedback on risks, issues or themes emerging from project activities to allow for continuous improvement of the support provided and assist in developing relevant and timely policy and program advice.
- Engage appropriately with local Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse leaders, agencies, people and communities to support engagement in this project.
- Support the objectives of the Practice, Research and Policy team by contributing to priority pieces of work and support colleagues in QCOSS activities as required.

Selection criteria

- Demonstrated ability to lead projects including, effective planning; manage competing priorities and stakeholder needs, proactively communicate progress of tasks and identify emerging issues, meet deadlines and deliver on agreed milestones and outcomes. Ideally, this experience has been derived from your experience delivering similar projects in the community services sector.
- Demonstrated experienced in managing project teams including managing remote staff.

- Well-developed interpersonal skills including demonstrated experience in creating and building positive working relationships internally and externally, and working consultatively and culturally appropriately with a variety of stakeholders to deliver mutually beneficial outcomes.
- Well-developed written communication skills including compilation of reporting documentation using case studies and data collected from a variety of sources to present messages in a clear and constructive manner appropriate to the audience.
- Commitment to social justice, QCOSS values and the role of the community services sector in delivering services to vulnerable Queenslanders.
- Regular intrastate travel is required.

Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse communities are encouraged to apply.

Last Updated May 2017