

**NGWALA WILLUMBONG ABORIGINAL CORPORATION
POSITION DESCRIPTION**



POSITION TITLE	Project Manager, KOORI AOD Resource Centre Co-Design Project
SERVICE/BUSINESS AREA	Quality Improvement, Corporate Services
APPLICABLE AWARD	Aboriginal Community Controlled Health Services Award 2010 Administrative Grade 7
LOCATION	This position is based at 93 Wellington Street, St Kilda 3182. However, all Ngwala employees may be required to work at, or across, other sites from time to time.
ACCOUNTABLE & REPORTS TO	Quality Improvement and Project Lead
EMPLOYMENT STATUS:	Part Time – Full Time will be considered – FTE 0.6 – 1.0 (Minimum 23 hours – 38 hours per week, which is negotiable) 12 Month Contract 6 Months Probationary Period

** Note: The term ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people and communities.*

SCOPE OF POSITION
<p>The Project Manager will work with a diverse group of organisations such as Aboriginal Community Controlled Organisations and Aboriginal Community Stakeholders as well as mainstream services plus the Department of Families, Fairness and Housing (among others) to co-design a Koori AOD Resource Centre (KRC) to be located in the Northern Metropolitan Area. The Project Manager will explore the needs of the community, the possibilities and limitations as a co-designed model of care within a defined set of resources. Innovation and creativity is key, as is collaboration and partnership to leverage other services to provide funded programs at the KRC.</p> <p>The Project Manager will be guided and supported by the Aboriginal led Project Governance Steering Committee (PGSC), senior AOD staff and reporting to Ngwala Willumbong’s Quality Improvement and Project Lead.</p> <p>This is a 12 month position substantially funded by the Victorian Department of Families, Fairness and Housing for the purposes of this key project and is an Aboriginal identified position, section 8 exception applies under the Racial Discrimination Act 1975 (Cth) and special measure under section 12 of the Equal Opportunity Act 2010 (Vic).</p>

KEY RESPONSIBILITIES
<p>Tasks:</p> <p>The Project Manager will be responsible for all aspects of the managing the project through to implementation and opening of the KRC including:</p> <ul style="list-style-type: none"> • Reporting progress and seeking/receiving guidance and direction from the Project Governance Steering Committee (PGSC) • Developing a comprehensive project plan with key timeframes and deliverables which will be endorsed by the PGSC • Providing secretariat support to the PGSC (coordinating meetings, agendas etc) and supporting participants of the PGSC with lived experience/elders/respected persons • Co-ordinating and delivering engagement activities including informal and formal such as meetings with key stakeholders, forums using co-design or co-production principles

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- Coordinating & delivering (approx.) 9 detailed planning stakeholder workshops across the model of care development 6 month timeline and implementing a staged program launch with possible smaller user group feedback forums; and fortnightly progress meetings.
- Playing a key role in the development of the scope of project deliverables (i.e. working with PGSC and all stakeholders to determine what constitutes a 'successful' project and ensuring all relevant processes are put in place such that each of the key metrics are both measurable and measured. This will include both the development and delivery of an staged implementation plan to the full commissioning and opening of the KRC
- Facilitating communication among change agents at each organisation. To assist in the development of rapport and collaboration amongst potential partnering agencies for in reach, fast tracked acceptance of warm referrals and collaborative activates or service delivery at the KRC.
- Assisting in the development of a lived experience consumer group to support the lived experience voice in all operations and quality improvement in to the future
- Ensuring that the project timeline is adhered to, to ensure that the completion date, data and reporting and outcomes are delivered in a timely way
- Organising project update briefings to keep Ngwala staff informed
- Facilitating the collection & delivery of resources and practice manuals
- Identifying risks to the successful outcome of the pilot and to implement procedures to identify, report and mitigate those risks
- Overseeing the development, production & delivery of the progress and final project reports

General Duties

- Be available to take up additional responsibility as directed by the CEO or COO (as relevant)
- Attend meetings as required
- Understand and follow Ngwala policies and procedures
- Participate in performance appraisal

General Education and Training

- Participate in continuous quality improvement (CQI) evaluation
- Participate in ongoing professional development and training as required

Health & Safety

- Work in a healthy and safe manner and encourage others to do the same.
- Be aware of and adhere to OH&S and Health & Wellbeing policies and procedures
- Report all incidents or injuries to the relevant OH&S Representative or Manager

Teamwork and Agency Representation

- Maintain team boundaries and confidentiality in a professional manner
- Interact collaboratively within the team and actively participate in team meetings
- Represent, promote and/or deliver the program in a professional manner
- Appropriately grooming and dressing according to Ngwala policy
- Share expertise and experience with other team members

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ESSENTIAL REQUIREMENTS

- Minimum of 5 years business management, project management, business administration skills or similar transferable experience or demonstrated skills
- Qualifications or experience in a relevant area of health care or community services (especially alcohol and other drugs and/or mental health or social services/Aboriginal Health Worker) is highly desirable
- Current Victorian Driver’s License
- National Police Certificate
- Current Victorian Working With Children’s Check
- Understanding of and commitment to the Aboriginal community
- Computer literacy skills including Microsoft Office suite, and client management systems

KEY SELECTION CRITERIA

- Professional experience in project management, community services, Aboriginal Health work, mental health, alcohol and other drugs and/or other related fields
- Understanding in the current gaps in service delivery and models and frameworks relation to improving health and social outcomes for Aboriginal people
- Experience in the coordination of multidisciplinary teams on a challenging project
- Expertise in project management, change management, implementation of evidence-based systems and/or action research
- Exceptional communication skills and ability to build relationships at all levels.
- Outstanding organisational & trouble-shooting skills
- Commitment to a vision of truly integrated, collaborative and comprehensive model of care for clients and their families, which adds value or fills a current gap in access to support, services, capacity building that the community says they want
- Ability to network and build true partnerships to enable pathways and access for Aboriginal people to mainstream and non-mainstream services
- Possesses an in-depth understanding of both the current social, emotional and wellbeing, mental health and Alcohol and Other Drug misuse landscape for Aboriginal people and communities in Victoria and key policy and reforms e.g. Closing the Gap; the Royal Commission into Victoria’s Mental Health System recommendations; Balit Durn Durn; Korin Korin Balit Djak; Public Intoxication and Seeing the Light of Day report
- The ability to envisage a new landscape in providing a KRC with focus on community, healing, social determinants of health and Aboriginal Social, Emotional Wellbeing (big picture thinking)

OTHER RELEVANT INFORMATION

- Remuneration will be in accordance with industry standards
- Successful applicants will need to disclose any pre-existing illness or injury, which could be affected by the **described work duties**. Under sections 41(2) and 39(4) of the *Workplace Injury, Rehabilitation and Compensation Act 2013* (Vic), failure to disclose a pre-existing illness or injury could negatively affect any future injury claim for compensation
- All employees are required to adhere to the policies and practices of Ngwala
- This position description reflects the initial expectation of the role and is subject to changes to support organisational goals, priorities and activities.

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**NGWALA WILLUMBONG ABORIGINAL CORPORATION
POSITION DESCRIPTION**



POSITION INCUMBENT

I have read and understood this position description. I will perform the duties outlined in this position description to the best of my ability.

Signature: _____

Print name: _____

Date: ____/ ____/ ____

This position description has been approved by:
Human Resources Manager

Signature: _____

Print name: _____

Date: ____/ ____/ ____

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