

Position Description

Project Officer, Community and Stakeholder Engagement

Job Title	Project Officer, Community and Stakeholder Engagement
Position Purpose	To support and implement innovative community and stakeholder engagement and education activities
Reports to	Program Coordinator Aged and Community Care
Term of Employment	November 2018 – 30 June 2019
Classification/ Salary	SCHCADS Level 5
Hours of work	Flexible 4 -5 days per week as negotiated
Location	COTA Queensland Office, 25 Mary Street, Brisbane
Key Relationships	Internal Staff, Volunteers, External Stakeholders

ABOUT COTA QUEENSLAND

Council on the Ageing (COTA) Queensland is a statewide not-for-profit organisation that advances the rights, interests and futures of people as we age. Working in partnership with older Queenslanders, organisations and networks across Queensland, the organisation seeks to inform and influence decision makers to co-create positive social change. COTA Queensland is committed to the fostering of age-friendly communities and our work is guided by the World Health Organisation's (WHO) *Decade of Healthy Ageing*.

ABOUT THE POSITION

As the aged and community care systems move towards consumer directed care, promoting healthy ageing and the adoption of a wellness approach, COTA Queensland is co-designing and implementing a range of engagement and education activities which place older people and their families and support systems at the centre of planning and care.

In collaboration with COTA's Team and partners, and in consultation with the sector, this role will undertake project management activities which lead to the development and implementation of tools and resources to build the capacity of individuals, community and service providers.

KEY RESPONSIBILITIES:

- Effective implementation of project deliverables, including the organisation of resources; identifying project issues, risks and opportunities; and communication with a wide range of stakeholders
- Codesign and co-facilitate project events, workshops and forums, including assisting with the facilitation of training for community partners
- Participate in project progress meetings, including the production of relevant supporting material for these meetings including regular status and progress reports
- Prepare bulletins, reports, presentations, and other materials for a range of audiences and different purposes (such as reporting project progress, informing the sector of changes, supporting facilitation of groups, and for issue identification or action)

- Develop and maintain knowledge of developments in policy and practice in aged and community care, and understand the implications for consumers, community and service providers

The above list is not exhaustive and the role may vary to meet the objectives of the organisation and opportunities as they arise.

KEY SELECTION CRITERIA

1. Demonstrated project management skills and proven capability to support innovative change projects, on time and on budget
2. Experience in undertaking and supporting capacity building activities in the health, aged and/or community care environment
3. Demonstrated organisational skills and initiative including the ability to prioritise competing responsibilities, tasks and opportunities
4. Effective interpersonal, communication and stakeholder engagement skills
5. Ability to analyse and write clear, accurate and cogent reports, articles and briefings
6. A current Queensland driver's licence
7. A tertiary qualification in a relevant discipline

Suitability for this role will be assessed against the Key Selection Criteria in the context of the Key Responsibilities outlined above.

This position is paid in accordance with the SCHCADS award (approximately \$71,870 per annum pro rata, plus superannuation) and provides flexible working hours for people who are seeking to work 4 – 5 days per week.

COTA Queensland is a public benevolent institution which enables successful candidates to salary package for tax benefits.

Applications should include:

- A cover letter of no more than 2 pages addressing the Key Selection Criteria listed above, within the context of the Key Responsibilities
- A CV of no more than 3 pages

Please email applications to Rebecca Buck at info@cotaqld.org.au by 9am on Monday 5 November. We expect to conduct interviews later that week.