



21 Carrington Road Marrickville NSW 2204
PO Box 604 Marrickville NSW 1475
Tel: (02) 9559 5299
Fax: 02 9559 1669
Web: www.absec.org.au

Senior Project Officer

OVERVIEW

Role:	Senior Project Officer
Direct reports:	Nil (May increase depending on organisational requirements)
Hours:	Full time (35 hours/week)
Award:	\$90,000- \$95,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial delegation:	Category 4 – Total budget to be determined

ABOUT ABSEC

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government, and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

We recently established AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

OUR VISION

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities. They are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

OUR PRINCIPLES

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

PURPOSE OF THE POSITION

The Senior Project Officer will be engaged for the delivery of specific projects as allocated by Absec, including sector capacity development and practice support. The Senior Project Officer will be expected to undertake all roles as necessary to develop and/or achieve a project plan.

The Senior Project Officer will work with a small team to ensure successful completion of project objectives.

KEY ACCOUNTABILITIES

- Develop and deliver projects within the organisation to respond to emerging direction for Aboriginal child and family supports as directed
- Develop and deliver project related materials that supports successful implementation of project objectives
- Work closely with Aboriginal community controlled organisations, communities and government agencies to enhance successful delivery of AbSec goals and objectives
- Contribute to the management, coordination and delivery of related projects and priorities as identified by the Chief Executive Officer to meet AbSec obligations to its stakeholders.
- Operate against approved plans with clear timeframes for delivery, taking a risk management approach and informing the chief Executive Officer of delivery risk at the earliest possible point
- Develop and undertake extensive consultation processes to ensure delivery of project objectives that are balanced and inclusive of stakeholder views, including Aboriginal agencies, communities, children and young people, families and government agencies

KEY CHALLENGES

- Delivering results against expectations, with approved plans, timeframes and available resources
- Managing expectations of Aboriginal community controlled agencies and communities

KEY RELATIONSHIPS FOR SUCCESS

Internal Contacts:

- Chief Executive Officer, and the AbSec Executive Team
- All staff to ensure robust input into activities
- Project team to contribute to directions and implementation activities on organisational objectives

External Contacts:

- Aboriginal community-controlled agencies, including member agencies
- Local government representatives to inform about AbSec's agenda
- Non-government agencies to leverage support and negotiate opportunities or differences
- Aboriginal communities, children, young people and families to source input and create awareness of project objectives

PERFORMANCE GOALS

- Delivery of project milestones against an approved project plan
- Implement project activities within a timely manner
- Maintain strong connections with Aboriginal agencies, communities, families and children and young people to ensure confidence in AbSec work
- Working with government agencies to increase buy in and influence thinking
- Negotiating and delivering successful outcomes for Aboriginal children, young people, families and communities through Aboriginal community controlled agencies
- Assuming responsibility for allocated work and delivering successful results taking a risk management approach

SELECTION CRITERIA

Essential Criteria:

- Demonstrated understanding of the issue facing the Aboriginal sector and delivery of quality services to meet outcomes for clients in a sustainable and viable way
- Demonstrated understanding of the child protection and out of home care systems in NSW, including policies and procedures that exist that govern service delivery
- Ability to engage with Aboriginal Communities, children/young people, families, agencies, and government agencies to discuss project objectives
- Knowledge and understanding of effective project management approaches, with demonstrated experience developing and evaluating performance frameworks to achieving successful projects against a project plan
- Effective communication skills, including the ability to negotiate an outcome and leverage opportunities to form strong partnerships, as well as demonstrated written communication skills within a project management context

Desirable Criteria:

- Aboriginality is strongly preferred
- Tertiary qualifications in human services field or related area, or a minimum of two year's experience in a related area

NOTES

- Applications must directly address the selection criteria and indicate level of experience and achievement in each area.
- The successful applicant will be required to supply a current Criminal Record Check and Working With Children Check. This is a core requirement of this role.
- The successful applicant will be engaged under a fixed-term contract and subject to a probationary period.
- The successful applicant will be required to respect AbSec policies and procedures; a full list of these will be provided upon employment.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the *Anti-Discrimination Act 1977* (NSW). and documentation may be required to demonstrate.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills and experience.

To apply, interested applicants are required to address the selection criteria demonstrating their experience against each point, submit a cover letter (maximum two pages) and current CV (maximum five pages).

Applications can be emailed to: recruitment@absec.org.au or posted to PO Box 604 Marrickville NSW 1475.

Applications Close: Friday 11 October 2019