

Queenslanders with Disability Network Ltd (QDN)

POSITION DESCRIPTION

POSITION TITLE:	Engagements Lead – Peer Leaders and Peer Support Groups
CLASSIFICATION:	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i> – Social and Community Services Employee, Level 6
HOURS:	Up to 38 hours per week (fixed term contract to 31 December 2022, with possibility of extension)
TOTAL REMUNERATION RANGE:	\$90,100.40 to \$92,820.00 per year (pro rata where applicable), plus 9.5% Superannuation, with available salary sacrifice option
LOCATION:	Brisbane – inter/intrastate travel will be required

About Queenslanders with Disability Network Ltd (QDN)

QDN is a member based representative body of over 2000 people with a disability and their supporters. Our vision is that people with disability are active and valued citizens of Queensland. Our mission is to empower people with disability to be fully included as citizens in the social and economic life of the community.

QDN's work is centred around a strong state-wide network of people with disability across Queensland, to inform, connect, lead and influence change to deliver an inclusive Queensland community.

QDN exists to:

- promote and maintain active, vibrant networks that inform our work
- let people know about the lives of people with disability and how to best talk with us
- influence governments and others to bring about full and equal participation and citizenship, and
- grow an independently sustainable, effective and accountable organisation that reflects our values, vision and mission.

QDN operates a statewide Knowledge Network by and for people with disability and delivers information to members about issues important to people with disability, as well as gaining feedback from the network to inform QDN's policy work.

Currently there are 20+ virtual and face-to-face peer support groups in local communities supporting and involving over 1,500 individuals with disability and their supporters.

The Knowledge Network also delivers engagement and consultancy services through 'QDeNgage' linking government, business, and providers to QDN Engagement Consultants who

are people with lived experience. QDeNgage delivers training, co-design activities, speakers, and consumer representatives.

QDN also undertakes a range of strategic systemic advocacy and policy work to influence and bring about change to key issues important to people with disability.

The organisation also undertakes specific project work which is aligned to QDN's mission, vision, and goals.

PURPOSE

This position is responsible for leading the delivery of specified work focused on peer support and peer groups across Queensland that covers:

- stakeholder consumer and community engagement in specific communities across Queensland
- strengthening and growing QDN's 20 peer groups and members across the State, and establishing new peer support groups that will be location based, cohort specific and virtual groups
- growth of QDN's network of peer leaders and leadership, professional development and capacity building, and
- membership growth and contributing to the strategic work of the organisation.

KEY RELATIONSHIPS AND REPORTING STRUCTURES

The Engagements Lead reports directly to the Policy and Engagement Manager and has line-management responsibilities.

POSITION SCOPE

The appointee has reasonable autonomy and is accountable for the delivery of work assignments and projects, recognising when matters need to be referred to senior managers for resolution.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of this position include a range of activities across specific projects and business development activities that include:

- project establishment, implementation and evaluation phases, including stakeholder engagement, communication including the timely achievement of deliverables, within agreed budgets and performance levels
- engaging with members and people with disability to inform our work and also build the capacity of people with disability to engage, lead and deliver peer support in their communities, and
- delivery of associated project deliverables.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Fulfil the accountabilities of this role in accordance with QDN's ethics, principles and values.

1. Develop, deliver and lead activities focused on consumer and community engagement and capacity building that enable people with disability to develop, grow their peer leadership skills and sustain peer networks to enable them to be informed and connected, and participating socially and economically in their communities.

2. Contribute to the growth and development of QDN, including local peer groups and leaders and organisational business sustainability.
3. Deliver on the management and governance responsibilities to coordinate:
 - internal resources, recruitment, management and direction of project staff
 - project planning, implementation and review, and
 - compliance with relevant State and Commonwealth legislation and frameworks including QDN's Quality Management System, NDIS Quality and Safeguards and Queensland Human Rights Act.
4. Identify, prepare and communicate a range of information and feedback content for local support groups, project plans, reports, submissions, presentations, newsletters, website content, publications and communication material.
5. Identify and establish productive working relationships with relevant government, private and not-for-profit organisations and agencies to influence state and national policy, and represent the position and views of QDN to all relevant internal and external stakeholders in a way that enhances the reputation of the organisation.

SELECTION CRITERIA

The essential knowledge, skills, and attributes of the appointee include:

1. High level of knowledge and awareness of the disability sector and relevant Commonwealth and state legislation related to people with a disability.
2. Demonstrated success in undertaking effective consumer and community engagement and building peer groups and the capacity and leadership skills of people with disability to inform, connect, lead, and influence, including working with people as volunteers.
3. Demonstrated high level written and oral communication skills, with the ability to build and maintain effective working relationships and effectively communicate with a range of stakeholders, including QDN members, supporters and allies, Government and Community stakeholders.
4. Demonstrated ability to source and write grant applications and funding submissions.
5. Demonstrated high level of research and analytical skills.
6. Capacity to lead in complex environments, facilitation skills and abilities to manage competing demands within limited timeframes.

QUALIFICATIONS AND SALARY

Qualifications and relevant experience in the areas of disability, human services and/or social sciences.

The position is for a fixed term to 31 December 2022 with a possibility of extension. It is based in Brisbane, however travel intrastate and interstate may be required.

QDN operates under the *Social, Community, Home Care and Disability Services Industry Award 2010* and the position is paid as a Social and Community Services Employee, Level 6 for a work week of up to 38 hours.

The total remuneration is \$90,100.40–\$92,820.00 p.a. (pro rata where applicable), plus 9.5% superannuation – the actual pay point will depend on the successful applicant's experience and qualifications. Salary Packaging is available.

PRE-EMPLOYMENT SCREENING

The ability to gain a cleared National Police History Check and possess a current Queensland Driver's Licence.

The appointee must ensure that they hold and keep current the required registration to perform in the role (e.g. yellow or blue card, AHPRA, driver's licence) and advise QDN of any change in circumstances that may impact on the continuation of registration or licence.

PERFORMANCE APPRAISAL PROCESS

A probation period of three months applies. The Senior Manager will provide performance feedback at three months, as part of the process of probationary review. Performance appraisal will apply as per QDN Quality Management System.