

Queenslanders with Disability Network Ltd (QDN)

POSITION DESCRIPTION

POSITION TITLE: Engagements Lead

CLASSIFICATION: *Social, Community, Home Care and Disability Services Industry Award 2010* – Social and Community Services Employee, Level 6

HOURS: Up to 38 hours per week (one-year fixed term contract with possible extension based on available funding)

**TOTAL**

**REMUNERATION:** $92,700 - $96,797 per year (pro rata where applicable), plus 10.5% Superannuation, with available salary sacrifice option

LOCATION: Brisbane – travel as 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 local networks that inform our work and build local capacity.
* enhance the leadership and influencing capability of people with a disability.
* let people know about the lives of people with disability and how to best engage with us.
* influence governments and others to bring about full and equal participation, citizenship and protection of rights for all.
* grow an independently sustainable, effective, accountable and rights-based organisation that reflects our vision, mission, values and principles.

QDN undertakes systemic advocacy and policy work, runs an industry consulting practice (QDeNgage), and delivers funded projects, all aligned with QDN’s vision, mission, values and principles.

KEY RELATIONSHIPS AND REPORTING STRUCTURES

The Engagements Lead reports to the Director, Policy & Strategic Engagement and has line management responsibilities.

This position works as part of a team where interdependencies and collaboration with col­leagues, QDN members and internal and external stakeholders is critical to the successful delivery of projects, services and activities.

POSITION SCOPE AND PURPOSE

The appointee has significant delegated autonomy and is accountable for the delivery specified work focused on peer leadership, peer support and peer engagement of people with disability across Queensland that covers:

* stakeholder consumer and community engagement in specific communities across Queensland.
* strengthening, growing and building the leadership capabilities of QDN’s leaders with disability and members across the State through established organisational mechanisms of groups, programs and projects.
* membership growth and contributing to the strategic work of the organisation.

They are expected to work under limited direction but recognising when advice may be needed on complex or unusual matters. They will work to ensure the timely achievement of deliverables, within agreed budgets and performance levels. The position may require some travel.

The appointee will work within the requirements of relevant legislation including the Queensland Human Rights Act, and QDN’s Quality System, demonstrate commitment to continuous improvement and contribute to internal and external auditing processes as required under ISO9000.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

Fulfil this role in accordance with QDN’s policies and procedures, and:

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 engagement activities to enable them to be informed and connected, and participating socially and economically in their communities.
2. Influence the growth and development of QDN, including peer leaders, groups, programs and organisational business sustainability.
3. Deliver on the management and governance responsibilities to coordinate:

* internal resources, recruitment, management and direction of project staff and volunteers
* 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.

1. Produce content for and provide expert advice on information and feedback content for QDN’s peer leadership and group activities, project plans, reports, submissions, presentations, newsletters, website content, publications and communication material.
2. Establish and maintain 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.
3. Other duties as directed by the CEO or Director, Policy & Strategic Engagement.

KNOWLEDGE, SKILLS AND ATTRIBUTES

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 interpersonal skills to negotiate with a range of 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 and motivate in complex environments, facilitation skills and abilities to manage competing demands within limited timeframes.

QUALIFICATIONS

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

**REMUNERATION AND CONDITIONS**

The position is based in Brisbane; however, travel will 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 up to 38 hours per week.

PRE-EMPLOYMENT SCREENING

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

As a disability services organisation, QDN has a mandatory COVID-19 vaccination policy for staff, paid contractors, and volunteers, in compliance with the Queensland Government Workers in a Healthcare Setting (COVID-19 Vaccination Requirements) Direction. Evidence of vaccination will need to be provided prior to appointment.

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.

**APPLY NOW**

QDN is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an Equal Employer Opportunity employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.

Should you require further information contact Michelle Moss, Director, Policy and Strategic Engagement on [applications@qdn.org.au](mailto:applications@qdn.org.au), using the subject line: Engagement Lead enquiry or call [07 3252 8566](tel:07%203252%208566).

Please refer to our website www.qdn.org.au for more information about QDN.

To be considered for the role, please provide a written application by **11th July 2022** addressing the requirements of the position (max three pages), a resume and a covering letter via Seek, or email [applications@qdn.org.au](mailto:applications@qdn.org.au).