

# Queenslanders with Disability Network Ltd (QDN)

## Position Description

<b>Position Title</b>	Projects Officer
<b>Work Type</b>	Full time (38 hours per week), fixed term contract to 30 June 2023 with possible extension subject to project funding.
<b>Classification</b>	Social, Community, Home Care and Disability Services Industry Award 2010 – Social and Community Services Employee, Level 4
<b>Total Remuneration</b>	\$77,584.00 - \$83,479.76 per year (pro rata where applicable), plus 10.5% Superannuation, 17.5% leave loading and the option to salary sacrifice up to \$15,900 to increase your take home pay
<b>Location</b>	Hybrid working, from home and our Spring Hill based office, negotiated on commencement, with some travel required to meet project deliverables.

### About QDN

QDN is in its 20<sup>th</sup> year of making a difference to the lives of people with disability. We are a human right based, membership representative body of over 2500 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. Our motto is *‘Nothing about us, Without us’*

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.

### About the role?

The Project Officer reports directly to the Manager of the Project. This position works as part of a team where interdependencies and collaboration with colleagues, QDN members and internal and external stakeholders are critical to the successful delivery of projects, services and activities.

The appointee is accountable for the delivery of work assignments and projects, recognising when matters need to be referred to management for resolution. They will work to ensure the timely achievement of deliverables, within agreed budgets and performance levels. The position may require some travel.

## **What will you bring to the role?**

- High level of knowledge and awareness things that are important in the lives of people with disability.
- Demonstrated experience delivering projects. If that is within the disability sector or human services fields that would be highly desired.
- Effective engagements skills across a broad range of consumer, community, and government stakeholders; with engagement experience in the disability, health or human services areas that enable you to build relationships and communicate with influence
- Ability to work independently and as part of a team, exercising appropriate initiative and judgement to solve problems and seek guidance where appropriate
- Experience working with Microsoft 365 and other software applications
- The ability to comply with relevant State and Commonwealth legislation and frameworks including Work Health and Safety requirements, QDN's processes, NDIS Quality and Safeguards and Queensland Human Rights Act.
- A demonstrate commitment to innovation and finding opportunity and implementing improvement and change
- Demonstrated high level communication and interpersonal skills, with the ability to:
  - build and maintain effective working relationships, which may include the supervision of staff or volunteers
  - provide expert advice to a range of stakeholders, including QDN members, supporters and allies, Government and Community stakeholders
  - effectively communicate information and ideas and work cooperatively with others
  - work as part of a team in a complex and changing environment, and ability to manage competing demands within limited timeframes
- We deeply value lived experience. People with disability, or family connections of people with disability are strongly encouraged to apply.

## **What will you do in the role?**

1. Undertake the delivery of projects for engagement with people with disability, under the supervision of the Manager of the Project; with one of the key projects to deliver on activities associated with Digital Inclusion Project
2. Apply relevant knowledge to support programs & procedures, assisting in the successful delivery of projects, including building the digital skills, knowledge, and literacy of people with disability
3. Support activities for the benefit of people with disability and other stakeholders, including meetings, workshops, and other resource development
4. Successfully engage and manage relationships with key stakeholders and allies, including QDN members, people with disability, government and community organisations to deliver project outcomes where required;
5. Ongoing input of QDN's systemic policy work, and into the format, content, processes and resources of the organisation's activities, meetings and workshops for people with disability and key stakeholders where required;

6. Participate actively in QDN specific team meetings and other internal processes 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.
7. Other duties as requested by the Line Manager or the CEO.

## What can you expect from working at QDN?

QDN has a rich history as a unique and diverse disability membership organisation. Every day you’ll have the opportunity to learn from and work alongside our amazing members, learning from their lived experience and working towards improving inclusion in their lives.

We are a small, supportive, and friendly team with strong human rights values, never afraid to advocate for change and stand up for things that are not right for people with disability. We offer flexible working; we know that whilst our work is important it is only part of your story. Finally, we want you to grow and develop whilst working here, if you grow, our organisation grows with you.

## Key Relationships

Under the supervision and direction of the Projects Manager, this position works as part of a team where interdependencies and collaboration with colleagues, QDN members and internal and external stakeholders are critical to the successful delivery of projects, services, and activities.

## Key Job Requirements

Relevant tertiary qualifications (or demonstrated equivalent experience) or relevant experience in the areas of disability, human services and/or project management experience would be highly desirable.

Some screening and/or licences are required to fulfil the role as per the list below:

<b>Positive Exemption Notice (Yellow Card)</b>	Essential
<b>Police Check</b>	Essential
<b>Evidence of up to date* vaccination against COVID-19</b>	Essential
<b>Drivers Licence</b>	Desired

*\*As per latest definitions by the Australian Technical Advisory Group on Immunization (ATAGI), or who have a medical exemption based on ATAGI guidelines*

## How to Apply?

Please provide to [applications@qdn.org.au](mailto:applications@qdn.org.au)

1. A letter of no more than 3 pages, that addresses your demonstrated suitability to the role by responding to **What will you do in the role?**
2. Your current CV