

Queenslanders with Disability Network Ltd (QDN)

POSITION DESCRIPTION

- POSITION TITLE:** Project Officer - Engagement and Capacity Building
- CLASSIFICATION:** *Social, Community, Home Care and Disability Services Industry Award 2010* – Social and Community Services Employee, Level 4 - pay point will depend on the successful applicant's experience and qualifications.
- HOURS:** 38 hours per week
- TOTAL REMUNERATION RANGE:** \$85,120.36 - \$91,586.56 per year (pro rata where applicable), plus 11.5% Superannuation, with available salary sacrifice option.
- LOCATION:** Brisbane – travel may be required

About Queenslanders with Disability Network Ltd (QDN)

Queenslanders with Disability Network (QDN) is a state-wide not-for-profit executive peak body organisation of, by and for people with disability and has over 2,000 members and supporters across the state. QDN engages people with disability to have a say around the important issues that impact on their lives. QDN works with people with disability as leaders of change in their own lives, in their communities, and at the system level. QDN operates a number of state-wide peer groups which connect and support people with disability coming together in their local community. The groups are convened by leaders with disability and provide connection, support and policy leadership in their communities across Queensland.

QDN operates a state-wide Knowledge Network of people with disability with diverse life experiences, knowledge, skills and expertise across a range of disabilities, including key policy, business development and organisational areas.

QDeNage is QDN's consultancy service which enables organisations, businesses, Government departments and community organisations to connect with the knowledge, skills, expertise and lived experience of people with disability to inform their delivery of more inclusive, fit-for purpose disability programs, services and products.

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.

BACKGROUND

The *Project Officer - Engagement and Capacity Building (Project Officer)* is responsible for engaging with people with disability, community and key stakeholders to support the work and membership growth of local peer support groups across the state, to grow QDN's state-wide member network, and undertake relevant project implementation.

Responsibilities can include providing engagement with people with disability, community and mainstream services, government departments, and broader community, planning, coordination of engagement activities, contribution to development of written work and user-friendly information, resources and material.

KEY RELATIONSHIPS AND REPORTING STRUCTURES

The Project Officer reports directly to the Engagement Lead and has no line-management responsibilities.

The Project Officer works as part of a team where interdependencies and collaboration with colleagues, in particular the Engagement Officer role with the Power of Peers Team. The Project officer will also work closely with QDN members and internal and external stakeholders which is critical to the successful delivery of projects, services and activities.

POSITION SCOPE

The appointee is accountable for the delivery of work assignments and projects, recognising when matters need to be referred to management for resolution.

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 ISO 9001.

KEY ACCOUNTABILITIES

As the Project Officer – Engagement and Capacity Building, you will play a vital role in supporting the growth and development of local peer support groups, assisting with the expansion of QDN's state-wide member network, and implementing relevant projects, Your responsibilities will include engaging with people with disability, community stakeholders and government departments, planning and coordinating activities and contributing to the development of written materials and resources, You will work collaboratively with a diverse range of QDN members, QDN Group Convenors, and stakeholders to ensure the successful delivery of projects, services, and activities aligned with QDN's mission and strategic priorities. This position reports to the Engagement Lead and does not involve direct line management responsibilities. This role will work closely alongside the Engagement Officer and support functions of Emerging Leaders program as required. This role will involve occasional travel within Queensland.

Fulfil the accountabilities of this role in accordance with QDN's ethics, principles and values and the following areas of accountabilities outlined below:

1. engage with people with disability across QDN's networks, peer support groups, members, and leaders to support and build capacity of people with disability in their roles and facilitate opportunities for people with disability to lead, shape and influence outcomes.

2. Support activities to grow and enrich peer support groups and leadership in alignment with project plans and project outcomes;
3. Promote QDN and its membership to people with disability.
4. Support the delivery of QDN's projects focused on inclusion and capacity building within the disability community and broader society.
5. Collaborate with diverse stakeholders, including people with disability, families/carers, community organisations and government entities to achieve outcomes related to QDN's peer groups and networks.
6. Assist with the developing and implementing work plans associated with key QDN activities, contributing to project plans under the guidance of your supervisor or colleagues.
7. Work cooperatively within the broader mission, strategic priorities, work plans, and activities of individual team members and QDN as a whole.
8. Perform other duties as assigned by your Engagement Lead, Engagement Officer, General Manager or CEO.

Selection Criteria:

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

1. demonstrated effective engagement skills across a broad range of consumer, community and government stakeholders; with engagement experience in the disability, health or human services areas;
2. understanding of the policies, practices and guidelines that inform contemporary disability practice at a state and national level, with a focus on planning in the context of the All Abilities Queensland State Disability Plan and National Disability Insurance Scheme;
3. effective written and oral communication skills, with the ability to effectively communicate with a range of stakeholders, including colleagues, QDN members and external stakeholders;
4. ability to build and maintain appropriate working relationships and networks with people with disability, colleagues and external stakeholders;
5. ability to work in complex environments;
6. word processing and spreadsheet experience, and ability to use enterprise systems and web based applications;
7. ability to manage competing demands within limited timeframes;
8. other duties as required by your manager, CEO or Director.

QUALIFICATIONS AND SALARY

Qualifications and relevant experience in the areas of disability, human services and/or social sciences is preferred, however not 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 4 for a 38 hour work week.

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 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 six months applies. Your 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.