



HealingFoundation

Strong Spirit • Strong Culture • Strong People

Position Description	
Position Title:	Project Officer
Reporting to:	Manager Engagement & Delivery
Direct Reports:	0
Location:	Brisbane or Canberra
Job Type:	Full time
Appointment:	Fixed
Competency Framework:	Advanced Practitioner L2
Last updated:	19.09.2022

THE HEALING FOUNDATION VISION

The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that provides a platform to amplify the voices and lived experience of Stolen Generations survivors and their families.

We work with communities to create a place of safety, providing an environment for Stolen Generations survivors and their families to speak for themselves, tell their own stories, and be in charge of their own healing.

We promote trauma-aware, healing-informed practice to help government, policymakers, and workforces understand their role in intergenerational healing.

By addressing unresolved trauma in First Nations communities – trauma that was caused by colonisation and actions like the forced removal of children – we are walking alongside communities on the path to healing.

We are governed by a First Nations Board and Executive and guided in our work by our Stolen Generations and Youth Reference Groups.

Our work honours our First Nations ancestors who inspire strong spirit, strong culture and strong people in all future generations.

THE ROLE AND THE TEAM

The role: Project Officer

Our **Engagement & Delivery** team leads the planning, development and implementation of The Healing Foundation's programs, projects and partnerships. The team is responsible for the delivery and overall success of individual pieces of work that help The Healing Foundation deliver on our strategic priorities.

COMPETENCY FRAMEWORK CORE COMPETENCIES AND JOB SPECIFIC COMPETENCIES

The Healing Foundation Competency Framework is designed to provide a roadmap for leaders and teams to have more specific discussions on '*how to be successful*' at the Healing Foundation by articulating what our expectations of ourselves and others are. It is designed to support the achievement of our strategic plan.

Reporting to the **Manager Engagement & Delivery**, your role must demonstrate the following Core competencies and Job specific competencies:

CORE COMPETENCIES	
PEOPLE AND RELATIONSHIPS	<ul style="list-style-type: none"> • Live our Values and Guiding Principles: Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others • Enhance Health and Wellbeing: Be socially responsible with a genuine commitment to an environment where people are safe, free from harassment of any kind, and where they can enhance their physical, mental and emotional wellbeing • Grow Cultural Awareness and Connection: Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected • Proactively Engage and Communicate: Build and maintain relationships with respectful and honest communication, that facilitates mutual benefits and outcomes and that encourages and supports all staff to speak up about unwelcome, offensive or illegal behaviours.
RESULTS AND EXPERTISE	<ul style="list-style-type: none"> • Understand Our Business: Be committed to the organisation's mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities • Service Delivery: Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues

	<ul style="list-style-type: none"> • Be Accountable and Outcome Focused: Accept responsibility for role, make prompt informed decisions and take focused action to achieve results
INNOVATION AND CONTINUOUS IMPROVEMENT	<ul style="list-style-type: none"> • Put Ideas into Action: With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other • Achieve Change: Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience • Grow and Share Knowledge: Incorporate learning, knowledge capture and sharing into your work routinely

JOB SPECIFIC COMPETENCIES	
ROLE & RESPONSIBILITIES	<p>Adherence to THF general risk principles:</p> <ul style="list-style-type: none"> • Do no harm • Prevent harm by others • <p>Key responsibility areas:</p> <p>Support the development and implementation of projects such as:</p> <ul style="list-style-type: none"> • Stolen Generations Schools Resource Kit, including supporting the development and launch of the new resource kit, engagement strategy, facilitator guide for teachers, and interactive online resources. • Stakeholder and Community Engagement including engaging with Stolen Generations organisations and communities nationally, as well as contributing to the development of stakeholder engagement strategies. • Workforce and Capability Development including engaging with key stakeholders, and supporting the project planning and delivery of activities and events. • Aboriginal & Torres Strait Islander Men's Healing and Violence Prevention framework (MHVPF), support the development of the MHVPF. • Digital stories support the development of digital stories for social media, capturing stories of Stolen Generations survivors and healing, interpretation of digital stories and animations in Aboriginal and Torres Strait Islander languages, and supporting event planning and productions.

	<p>Job specific competencies include:</p> <ul style="list-style-type: none"> • Contribute to the development of the Engagement and Delivery team's goals, work collaboratively, and build effective relationships within The Healing Foundation. • Effectively manage competing priorities and directives when achieving team goals, work, and project outcomes, in line with The Healing Foundation's goals and objectives. • Make decisions using good judgement, expertise, and knowledge, under limited guidance. Ensure decisions are governed by more senior staff, and that they adhere to THF values, vision, policies, procedures, and best practice principles. • Establish and maintain strong, effective, and culturally appropriate relationships with Stolen Generations Organisations (including Linkup Services and Redress Support Services), Aboriginal and Torres Strait Islander communities, community-controlled organisations, service providers, and other stakeholders. • Regularly complete written reporting and other project related documentation, including project plans, workplans, workshop planning and acquittals for reporting bodies associated with core funding agreements, and other activities as required. • Support the delivery of contracted projects in accordance with THF procedures, to ensure the achievement of agreed objectives, milestones, timeframes, and budgets. • Report all matters of significance to the Manager, Engagement and Delivery on all core business matters.
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Strong understanding and/or commitment to the First Nations sector demonstrating knowledge, advocacy and prior engagement with First Nations people, and the understanding of and commitment to working in a culturally sound and strengths-based way • Ability to work with limited supervision, manage tasks, take initiative, and meet deadlines. • Sound level of written and verbal communication skills. • Experience working Aboriginal and Torres Strait Islander community and organisations. • Experience working with Microsoft Words, Excel, SharePoint, Teams, and Outlook.
MANDATORY REQUIREMENTS	<ul style="list-style-type: none"> • The employee will undertake and maintain a valid State specific either WWVP, AHPRA Certificate of Registration or police clearance based on the legislative requirements of the state or territory in which they reside • Ability to travel and support the Healing Foundation's activities across a variety of regional and remote Aboriginal

	<p>and Torres Strait Islander communities</p> <ul style="list-style-type: none"> • Demonstrated cultural awareness and competency and an ability to work positively and productively with persons from a variety of international and cultural backgrounds • To ensure the safety of those most vulnerable people in the community, you must be able to provide evidence of COVID-19 vaccination
HIGH DESIRABLE CRITERIA	<p>These skills are desirable but should not deter you from applying for this role.</p> <ul style="list-style-type: none"> • Facilitation qualification and/or experience. • Event management qualification and/or experience. • Project management qualification and/or experience. • Contract management qualification and/or experience. • Experience working with Stolen Generations survivors and organisations/programs that support Stolen Generations survivors.