



Healing Foundation

Strong Spirit • Strong Culture • Strong People

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| Position Title: | Engagement Project Officer |
| Reporting to: | Deputy Director Engagement, Engagement and Delivery |
| Direct Reports: | Nil |
| Location: | This position can be based at any of our office locations |
| Job Type: | Full time Contract 12 months, with a potential for extension |
| Initial Appointment: | N/A |
| Competency Framework: | Advanced Practitioner L2 - \$80,898.75 |
| Current salary: | |
| Last updated: | 10.06.2021 |

THE HEALING FOUNDATION VISION

The Healing Foundation is a national Aboriginal and Torres Strait Islander organisation that partners with communities to address the ongoing trauma caused by actions like the forced removal of children from their families.

We focus on building culturally strong, community led healing solutions, through working closely with communities around the country.

THE ROLE AND THE TEAM

The role: **Engagement Project Officer, Engagement and Delivery**

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.

Trauma-aware, Healing Informed Practice

The Healing Foundation are leading the national conversation on Intergenerational Healing for First Nations People. If systems, sectors and workforces understand and commit to their role in Intergenerational Healing, both the experience and outcomes for First Nations People will improve. Trauma aware-healing informed practice requires organisations to understand the manifestation of past and current trauma, and then make changes (some very simple) to take a role in healing, wellbeing and subsequently closing the gap.

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 our expectations of ourselves and others. It is designed to support the achievement of our strategic plan.

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

| CORE COMPETENCIES | |
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| 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 and 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. |
| 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. 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. |

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| | <ul style="list-style-type: none"> • 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. |
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| JOB SPECIFIC COMPETENCIES | |
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| ROLE & RESPONSIBILITIES | <p>Adherence to THF general risk principles:</p> <ul style="list-style-type: none"> • Do no harm • Prevent harm to others <p>Your responsibilities in this role will include:</p> <ul style="list-style-type: none"> • Apply critical thinking to the development of Trauma Aware, Healing Informed – A Model for Change resources and supporting tools. • Support the Deputy Director Engagement through the development and maintaining of project and activity schedules for all logistical requirements of the Engagement Portfolio. • Maintain the documentation of all Client Relationship Management activities across the Engagement and Delivery Portfolio. • Develop high-level briefing materials for internal and external stakeholders. • Plans, manages and monitors the delivery of contracted projects according to The Healing Foundation procedures to ensure the achievement of agreed objectives, milestones, timeframes and budgets. • Provide project updates and accurate advice to the Delivery Team Leader, Engagement and Delivery on all core business matters. • Establishes and maintains strong, effective and culturally appropriate relationships with communities and contracted parties to facilitate effective development and implementation of projects, including delivery of facilitation activities with community and stakeholders. • Work effectively with a broad range of internal and external stakeholders. • Supports team awareness and application of healing- |

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| | <p>oriented values with staff, stakeholders and communities, ensures compliance with Healing Foundation policies on trauma and healing and ensures open communication on trauma and healing issues with staff.</p> <ul style="list-style-type: none"> • Conducts general ad hoc duties as required, across the Engagement and Delivery team. |
| QUALIFICATIONS & EXPERIENCE | <ul style="list-style-type: none"> • Ability to build and manage relationships with the Aboriginal and Torres Strait Islander community, build productive relationships with governments and liaise with key stakeholder organisations. • The ability to work independently, manage workloads, take initiative and meet deadlines. • Demonstrated high level oral and written communication and presentation skills and ability to communicate with people at all levels including cross cultural |
| MANDATORY REQUIREMENTS | <ul style="list-style-type: none"> • The Officer will need to undertake and satisfactorily complete a State specific WWVP and/or police clearance. • Ability to travel approximately one week per month and support the Healing Foundation's activities across a variety of regional and remote contexts |
| HIGH DESIRABLE CRITERIA | <ul style="list-style-type: none"> • Project management experience |