



HealingFoundation

Strong Spirit • Strong Culture • Strong People

POSITION DESCRIPTION

Position Title:	Senior Project Officer, WorkUP Queensland
Reporting to:	Senior Manager, WorkUP
Direct Reports:	Nil
Location:	This position to be based at our Brisbane office location or elsewhere in Qld
Job Type:	Full Part time
Initial Appointment:	Fixed term / permanent
Competency Framework:	Lead Practitioner L1 \$92,000
Last updated:	21.07.2021

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: **Senior Project Officer, WorkUP Queensland**

The Healing Foundation, in consortium partnership with Australia's National Research Organisation for Women's Safety (ANROWS), has been engaged by the Queensland Department of Justice and Attorney General to deliver a 3–5-year program to build the capacity and capability of the specialist sexual violence, domestic and family violence and women's health and wellbeing workforce.

As the service lead, the Healing Foundation is responsible for overall project and contract management, governance support, financial and project reporting, as well as specific sub-project deliverables.

Key features of WorkUP Queensland include:

- Strategic workforce planning
- Translating evidence to action
- Place-based action research
- Aboriginal and Torres Strait Islander knowledge circles and cultural leadership
- Cost-effective professional development solutions delivered through a supply chain
- Establishing practice studios to test ideas and build relationships with mainstream and Aboriginal and Torres Strait Islander services.



We have a very positive culture, focusing on strengths and healing. We are a trauma aware, healing informed organisation. We are consciously working sector by sector, workforce by workforce to ensure that the truth of Stolen Generations Survivors and their descendants is heard, and solutions are actioned.

COMPETENCY FRAMEWORK CORE COMPETENCIES AND JOB SPECIFIC COMPETENCIES

The Healing Foundation Capability 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 **Senior Manager WorkUP**, 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 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 • 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 to others <p>Job specific competencies include:</p> <ul style="list-style-type: none"> • Manages and implements capability-building and action learning initiatives to meet domestic and family violence, sexual assault and women’s health and wellbeing sector needs • Collaborates with Project team members to ensure delivery of a suite of statewide capacity and capability-building strategies both directly and through sub-contractors • Collaborates with other Healing Foundation staff and contractors to ensure effective delivery and integration of knowledge • Produces project plans and manages the delivery of contracted projects according to Healing Foundation procedures to ensure the achievement of agreed objectives, milestones, timeframes and budgets and escalates issues to supervisors as required • Establishes and maintains strong, effective and culturally appropriate relationships with project stakeholders • Complies with Healing Foundation policies on trauma and healing and ensures open communication on trauma and healing issues with staff • Identifies and raises project resource issues with Healing Foundation management in a constructive and solutions-focused manner • Supports the implementation of team goals, works collaboratively and builds effective relationships with other members of the team and seeks ongoing support from their supervisors and other team members.
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Experience in sector development and workforce development is desirable. A relevant qualification is desirable.
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. (Note this is limited due to COVID-19)
HIGH DESIRABLE CRITERIA	<ul style="list-style-type: none"> • Bachelor’s degree in a human services field or related qualifications

	<ul style="list-style-type: none">• 2+ years professional experience (preferably in the human services sector)• Experience in a not-for-profit organisation, developing a "roll up the sleeves and get it done" approach. Must be able to work independently.
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