



# HealingFoundation

Strong Spirit • Strong Culture • Strong People

POSITION DESCRIPTION	
Position Title:	Project Officer, WorkUP Queensland
Reporting to:	Senior Manager WorkUP
Direct Reports:	Nil
Location:	Brisbane
Job Type:	Full Time
Salary:	Advanced Practitioner L2 \$83,325.71
Last updated:	09.01.2023

## THE HEALING FOUNDATION VISION

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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 Healing Foundations has 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.

**The role: Project Officer, WorkUP Queensland**

This is a new role designed to support the growth and development of the project officer. The role contributes to achieving the outcomes and objectives of WorkUP Queensland. Commencing with administration and support functions to enable the team to negotiate, design and deliver workforce planning and development. It is envisaged this role will change over time as skills and knowledge develop.

**WorkUP Queensland**

The Healing Foundation (THF), 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 workforce capacity and capability of the specialist sexual violence, domestic and family violence and women’s health and wellbeing services throughout Queensland. This service is delivered through WorkUP Queensland (<https://workupqld.org.au/>).

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.

The WorkUP Queensland team is currently made up of six workers, five employed by The Healing Foundation and one which is employed by ANROWS. The WorkUP team sits within the Operations Team of The Healing Foundation.

Working alongside 140 mainstream and Aboriginal and Torres Strait Islander services, key features of WorkUP Queensland include:

- Strategic workforce planning
- Implementing workforce solutions
- Place-based action research
- Aboriginal and Torres Strait Islander knowledge circles and cultural leadership
- Establishing practice studios to test and implement research ideas.
- Professional development solutions delivered through a supply chain that facilitate reflective practice and are culturally safe, evidence based, designed to support transformational change



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 **Senior Manager WorkUP**, your role must demonstrate the following Core competencies and Job specific competencies:

CORE COMPETENCIES	
<b>PEOPLE AND RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• <b>Live our Values and Guiding Principles:</b> Demonstrate our values and guiding principles in our daily behaviours, habits and interactions with others</li> <li>• <b>Enhance Health and Wellbeing:</b> 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</li> <li>• <b>Grow Cultural Awareness and Connection:</b> Appreciate and respect the significance that Aboriginal and Torres Strait Islander people place on culture, family and country, and how these elements are connected</li> <li>• <b>Proactively Engage and Communicate:</b> 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.</li> </ul>
<b>RESULTS AND EXPERTISE</b>	<ul style="list-style-type: none"> <li>• <b>Understand Our Business:</b> Be committed to the organisation’s mission, acknowledging our challenges and continually looking to add value and grow our strengths and opportunities</li> <li>• <b>Service Delivery:</b> Understand and meet the needs and expectations of our people, communities, suppliers and other key stakeholders and colleagues</li> <li>• <b>Be Accountable and Outcome Focused:</b> Accept responsibility for role, make prompt informed decisions and take focused action to achieve results</li> </ul>
<b>INNOVATION AND CONTINUOUS IMPROVEMENT</b>	<ul style="list-style-type: none"> <li>• <b>Put Ideas into Action:</b> With innovation at our core, be curious, explore new concepts and be prepared to try new ideas, backing ourselves and each other</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Achieve Change:</b> Seek to understand reasons for change and be open to new initiatives, providing constructive feedback and embracing change with resilience</li> <li>• <b>Grow and Share Knowledge:</b> Incorporate learning, knowledge capture and sharing into your work routinely</li> </ul>
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**JOB SPECIFIC COMPETENCIES**

<b>ROLE &amp; RESPONSIBILITIES</b>	<p><b>Adherence to THF general risk principles:</b></p> <ul style="list-style-type: none"> <li>• Do no harm</li> <li>• Prevent harm by others</li> </ul> <p><b>Job specific competencies include:</b></p> <ul style="list-style-type: none"> <li>• Provide administration and support functions to the WorkUP QLD team, including: <ul style="list-style-type: none"> <li>• CRM testing, including to enter data into database software, and ensure accuracy of data</li> <li>• event management tasks</li> <li>• Form updates (review and update forms, utilise SharePoint workflows)</li> </ul> </li> <li>• Support the implementation of capability-building and action learning initiatives to meet domestic and family violence, sexual assault and women’s health and wellbeing workforce needs.</li> <li>• Collaborate with Project team members to ensure delivery of a suite of state-wide capacity and capability-building strategies, both directly and through sub-contractors.</li> <li>• Collaborate with Healing Foundation staff and contractors to ensure effective delivery and integration of knowledge, including the facilitation of Aboriginal and Torres Strait Islander knowledge circles.</li> <li>• Support the development of project plans, and the delivery of contracted projects, in accordance with THF procedures, to ensure the achievement of agreed objectives, milestones, timeframes.</li> <li>• Establish and maintain strong, effective, and culturally appropriate relationships with project stakeholders.</li> <li>• Support the implementation of team goals, work collaboratively and build effective relationships with other members of the team.</li> </ul>
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<p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Strong understanding 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</li> </ul>
<p><b>MANDATORY REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>• The position 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</li> <li>• Ability to travel and support the Healing Foundation’s activities across a variety of regional and remote Aboriginal and Torres Strait Islander communities</li> <li>• To ensure the safety of those most vulnerable people in the community, you must be able to provide evidence of COVID-19 vaccination</li> </ul>
<p><b>HIGH DESIRABLE CRITERIA</b></p>	<ul style="list-style-type: none"> <li>• Experience working in the community services sector</li> <li>• Understanding of sexual, domestic and family violence, trauma and healing</li> <li>• Commitment to actively learn and develop project and contract management skills utilising a sector development framework</li> <li>• Ability to build and create strong relationships with Aboriginal and Torres Strait Islander community members, stakeholders, training providers and organisations</li> <li>• The ability to work independently, manage workloads, take initiative and meet deadlines</li> <li>• Demonstrated oral and written communication and presentation skills and ability to communicate effectively including cross culturally</li> <li>• Demonstrated ability to work collaboratively and flexibly to support delivery of project outcomes and contribute to the broader objectives of THF</li> </ul>