



HealingFoundation

Strong Spirit • Strong Culture • Strong People

POSITION DESCRIPTION

Position Title:	Administration 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:	12 months fixed term contract (possibility of extension)
Competency Framework:	Advanced Practitioner – L1 \$75,000.00
Last updated:	17.04.2023

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: **Administration Officer, 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 capacity and capability of the specialist sexual violence, domestic and family violence and women’s health and wellbeing workforce throughout Queensland.

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.

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	
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

	<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

ROLE & RESPONSIBILITIES	<p>Adherence to THF general risk principles:</p> <ul style="list-style-type: none"> • Do no harm • Prevent harm by others <p>Job specific competencies include:</p> <p>The Administration Officer contributes to achieving the outcomes and objectives of WorkUP Queensland by working collaboratively with the domestic and family violence, sexual violence and women’s health and wellbeing sectors to provide Queenslanders with a strategic, well-trained, and strongly supported workforce that will help in the fight to end violence.</p> <ul style="list-style-type: none"> • Collaborate with WorkUP Queensland team members to provide event management for the delivery of a suite of state-wide capacity and capability-building strategies both directly and through sub-contractors; • Support the development of, and provides ongoing maintenance of databases and event management systems to support reporting and delivery of WorkUP Queensland; • Collaborates with other Healing Foundation staff and contractors to ensure effective delivery and integration of knowledge; • Establish and maintain strong, effective, and culturally appropriate relationships with project stakeholders; • Support 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. • Form updates (review and update forms, utilise SharePoint workflows) • Identify gaps in information and obtain further information for incomplete documents. • Website: working with the team to identify and write up website requirements • Monitor info email inbox.
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QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • 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 • Administration experience
MANDATORY REQUIREMENTS	<ul style="list-style-type: none"> • 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. • 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	<ul style="list-style-type: none"> • Computer literacy and familiarity with various computer programs such as MS Office, and CRM • Attention to detail • Strong grammar and punctuation skills • Ability to work to time constraints