



Project Officer, Strong Families Our Way

Key Position Information	
Job Title	Project Officer
Business Unit	Strong Families Our Way
Location	Sydney, NSW
Reports to	Project Manager
Status	Fixed Term, Full Time (35 hours / week)
Salary	SCHADS Level 2, Pay point 1 \$60,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial Delegation	Category TBC (total budget to be determined)
Direct Reports	Nil

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Role Purpose

The Project Officer will perform a wide range of administrative, office, reporting and program support to the Central Project Team, on the Strong Families Our Way Program

Position Requirements

- Min. 12 months experience in a similar role.
- Experience working in a not-for-profit organisation or organisation supporting Aboriginal communities.

Function	Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Provide general administration support to the Central Project Team and Community Project Workers ▪ Participate in project wide team meetings ▪ Handle all initial enquiries for the Central Project Team – Strong Families Our Way Program ▪ Undertake administrative tasks such as responding to emails, drafting correspondence ▪ Assist in the preparation of reports and presentations ▪ Prepare agenda's and take notes at meetings and archive proceedings ▪ Maintain detailed calendars, coordinate schedules, prioritize meeting requests and support travel arrangements ▪ Work Health and Safety responsibilities as identified in organisational policies and procedures ▪ Undertake other duties within the scope of this role, as directed
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve AbSec's project objectives. ▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec Policies and Procedures. ▪ Participate in organisational and professional development activities as directed. ▪ Undertake other duties within the scope of this role, as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer, Group Managers and Managers ▪ All staff to ensure robust input into activities. ▪ Project team to contribute to directions and implementation activities on organisational objectives. ▪ Aboriginal community-controlled agencies, including member agencies. ▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Demonstrated ability to undertake a range of administrative tasks and operate general office equipment.
- Effective communication skills and the ability to provide quality customer service.
- Demonstrated ability to multitask and manage time effectively to meet deadlines, with a high level of attention to detail.
- Ability to use sound judgement and discretion, and maintain confidentiality.
- Experience with working cooperatively and collaboratively in a team.
- Demonstrated client service focus and experience providing support and processing enquiries.
- Knowledge and competence in office computing applications including word processing, spreadsheets, databases, presentation software such as PowerPoint or similar, email and electronic calendars such as Microsoft Outlook or similar.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Applications from Aboriginal and Torres Strait Islander people are strongly encouraged - Aboriginality is a genuine occupational requirement, and documentation may be required to demonstrate.

To obtain a position description please visit our website: <https://www.absec.org.au/careers.html>

For Further information: please contact Jennifer Wallace jennifer.wallace@absec.org.au or 0295595299

To apply: Address the selection criteria outlined in the position description. Interested applicants are required to address the essential criteria demonstrating their experience against each point, submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

Note: if applicants do not address the selection criteria the application will not be considered.

Email applications to: recruitment@absec.org.au

Applications Close: 25 January 2023