




POSITION DESCRIPTION

POSITION DETAILS	
PD NUMBER	PD007c
POSITION TITLE	PROJECT OFFICER
REPORTS TO	Strategic Partnerships Manager NSW & ACT
DIRECT REPORTS	Nil
GRADE	SCHADS Level 4
HOURS	As per contract
BUSINESS UNIT/LOCATION	Illawarra with travel throughout ACT and NSW.
ROLE PURPOSE	The Project Officer is responsible for the overall delivery of project objectives, including cultural training, facilitating, collaborating with and representing MCCI's projects across a range of initiatives and stakeholders.
POSITION TASKS AND RESPONSIBILITIES	
<p>Sustainability</p> <ul style="list-style-type: none"> Plan and implement projects in line with project objectives in conjunction with the manager Contribute to the development of new mutually beneficial partnerships. Contribute to program effectiveness and efficiency. Assist in the preparation of grants and tenders as directed. <p>Community Reach</p> <ul style="list-style-type: none"> Undertake consultations with stakeholders to inform program development and delivery. Organise conference , information sessions and seminars in line with work plan and in conjunction with the manager Contributing resources to assist service providers in developing strategies to enhance cultural competence and improve skills in working effectively in multicultural teams Work with Marketing and Communications Officer to successfully promote programs and activities. Ensure effective working relationships are maintained with a range of services who are working towards similar goals. Represent MCCI at meetings, networks etc. that can further the aims of the program. Support the community-based activities of MCCI, which may include from time to time attending community events and/or supporting MCCI members. <p>Consumer Satisfaction and Impact</p> <ul style="list-style-type: none"> Work effectively with stakeholders, partners and collaborators to develop and deliver project outcomes. Contribute to the monitoring and evaluation of the effectiveness of projects and programs. Provide specialist knowledge or expertise that further the aims of projects and programs. <p>People and Culture</p> <ul style="list-style-type: none"> Assist in the recruitment, and supervision of subcontractors required for program delivery e.g. translators, bilingual workers required for the project. Develop and maintain effective relationships with internal stakeholders. Attendance at regular staff & team meetings as required. 	

<ul style="list-style-type: none"> Maintain a commitment to ongoing personal development and education. 	
Service Delivery and Quality <ul style="list-style-type: none"> Input into monthly reports as required. Ensure MCCI policy and procedure is implemented all aspects of work. Maintain accurate records for programs as required. Assist in MCCI participation and completion of quality reviews and accreditations. Perform any other required duties as instructed 	
Role requirements	
Values and Behaviours	<ul style="list-style-type: none"> Diversity – We believe in and celebrate an inclusive and culturally diverse society Respect – We value the contributions of all people and uphold the dignity of others Integrity – We always act in an open, honest, ethical and courageous way Empowerment – We advocate and actively support others to realise their aspirations and goals Collaboration – We work cooperatively with others who share our vision, values and purpose Hope – We are inspired by the potential that change can bring to our community
Underlying characteristics	<ul style="list-style-type: none"> Time management – ability to handle multiple tasks simultaneously Ability to cope with competing priorities and resources Demonstrates attention to detail, accuracy and thoroughness in work produced Works well in a team environment Self-directed and autonomous, requiring minimal supervision Presents ideas, information and offers solutions with an informative and constructive approach Displays an innovative approach to improve systems and processes Adept with technology including computer skills and other software
Experience Requirements	<ul style="list-style-type: none"> Minimum 2 years' experience in a similar role within the community services environment (aged care desirable) Experience with developing presentations to meet the needs of the client and audience/s and presenting to small and large audiences Experience in managing relationships with internal and external stakeholders Relevant recent experience in the non-profit sector is desirable but not essential
Qualifications	<ul style="list-style-type: none"> Relevant 3 year degree qualification Certificate IV in Training & Assessment (incl LLN)
Licence/s & Checks	<ul style="list-style-type: none"> Unrestricted motor vehicle licence (essential) Comprehensive car insurance and registration if using car for work Valid Police check Eligibility to work in Australia Vaccinations as per MCCI policy

Employee Print Name			
Employee Signature		Date	
CEO & Co. Secretary Signature		Date	15.5.2023

