



## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Identified Project Officer – Recovery	Department	Emergency Services
Location	Varied	Direct/Indirect Reports	Nil
Reports to	State Preparedness & Recovery Coordinator	Date Revised	Mar 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0032945

*Red Cross is committed to building long-term and respectful partnerships by working with Aboriginal and Torres Strait Islander people, communities and organisations to determine and lead their own solutions. To support this commitment, Red Cross is determined to build our capacities through meaningful and rewarding employment and Volunteering opportunities for Aboriginal and Torres Strait Islander people.*

### ■ Position Summary

Reporting to the Preparedness and Recovery Coordinator, this role will work to build Red Cross's capacity and capability to deliver community-led recovery programming with Aboriginal and Torres Strait communities impacted by drought and bushfires. The Project Officer will work within a wider community recovery team, which includes volunteers to implement sustainable and effective community recovery initiatives. The Project Officer will work with the Coordinator to increase community capacity in preparedness, recovery and drought and in a changing climate.

This role requires a motivated and proactive person who has Aboriginal and Torres Strait Islander community engagement experience, excellent networking and time management skills. The role requires a high level of administrative skill, and the ability to operate in complex changing environment within a stressed community.

### ■ Position Responsibilities

#### Key Responsibilities

- Develop relationships and trust to work closely with Aboriginal and Torres Strait Islander communities
- Develop and deliver recovery programs that are culturally appropriate and support Aboriginal and Torres Strait Islander wellbeing
- Be responsible for managing services and programs that respond to the needs and requirements of Aboriginal and Torres Strait Islander communities
- Assist with the development of effective engagement, support and communication strategies for Red Cross personnel relating to the specific recovery needs of Aboriginal and Torres Strait Islander Communities
- Assist with the development of Recovery Needs Assessment for Aboriginal and Torres Strait Islander communities
- Assist with volunteer recruitment and development pathways for interested Aboriginal and Torres Strait Islander people

- Work with a broad range of Aboriginal Community Controlled Organisations, community services, Local Government and emergency service agencies in recovery planning
- Deliver preparedness and recovery workshops and training, and coordinate workshops and courses for Aboriginal and Torres Strait Islander communities and other stakeholders
- Support the ongoing monitoring of emergency preparedness, response and recovery capacity and capability in fire affected communities
- Promote a proactive approach to the management of WHS issues and ensure implementation of the Red Cross WHS plan/strategy
- In accordance with Red Cross policy and legislation ensure the effective management and resolution of client and volunteer issues, grievances and complaints
- Coordinate and implement a range of relevant, high quality, contemporary Red Cross frameworks, resources and materials to drive best practice across service delivery and workforce management.

## ■ Position Selection Criteria

### Technical Competencies

- As an Aboriginal and/or Torres Strait Islander person, demonstrate a level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, community and country
- Ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander communities, including the requirement for genuine and transparent consultation and negotiation
- Basic administrative, organisational and time management skills
- Events management experience highly regarded
- Demonstrated ability to work as part of a team
- Have an understanding of community development
- Have the ability to identify new approaches and solutions
- Capacity to work independently in a challenging environment
- Ability to work outside standard business hours, during emergencies, meetings and training is a requirement of this role.

### Qualifications/Licenses

- Current Australian Drivers Licence
- A Working with Children Check is a mandatory requirement for this role.

### Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.

- **Team effectiveness | Managing performance |** Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.
- **Organisational effectiveness | Valuing voluntary service |** Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.