

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	People at Risk - Project Officer	Department	Emergency Services
Location	Adelaide	Direct/Indirect Reports	Nil Staff, 30 Volunteers
Reports to	Resilience Coordinator	Date Revised	18/09/2017
Industrial Instrument	SA Enterprise Bargaining Agreement		
Job Grade	Job Grade 3		

### ■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

### ■ Position Summary

The People at Risk Project Officer will be responsible for co-developing and delivering the “Out of the Storm” Project for the homeless community in Adelaide.

The “Out of the Storm” project aims to design and deliver extreme weather resilience education materials for people experiencing homelessness. The project aims to increase preparedness and resilience of the homeless community, empower participants through collaborative design and delivery, build social capital, support skill development and build new relationships between the homeless community, frontline services and emergency services.

This role will be responsible for ensuring that project deliverables are achieved in line with agreed timelines and will coordinate monitoring, evaluation and reporting. The Project Officer will work closely with Hutt St Centre, expert advisors, community service agencies and participants throughout the project to inform design and development of preparedness information and training.

It is expected that this role will be based at Red Cross with scope to work part-time out of Hutt Street Centre. Emergency Services team members are also expected to support operational work during times of emergencies or major disasters.

### ■ Position Responsibilities

#### Key Responsibilities

- Co-develop, deliver and implement project plan according to agreed timeliness, including monitoring and reporting on project milestones.
- In collaboration with participants, design and develop project resources for disaster preparedness education, including training and presentation materials.
- Implement effective communication and engagement strategies with internal and external stakeholders including the Hutt Street Centre, expert advisors, participants and community service providers working with target groups.
- Ensure the project is managed within the project budget, provide costing for project activities and generate budget reports as required
- Coordinate project activities including workshops, training and reporting

- Liaise, consult and coordinate the Project Steering Committee
- Support a team culture of collaboration and shared responsibility for Strategy 2020 outcomes amongst Emergency Services staff and volunteers

## ■ Position Selection Criteria

### Technical Competencies

- Proven highly developed project management and time management skills
- Effective oral and written communication skills
- Proven community engagement skills, including a highly developed capacity to work with diverse individuals and groups
- Demonstrated ability to design and develop training material and resources and experience in group facilitation
- High level liaison and relationship building skills to establish and maintain networks and facilitate cooperation
- Sound strengths-based community development skills
- Proven, highly developed ability to adapt to evolving work environments whilst maintaining a flexible and professional work ethic and approach
- Experience working in the homeless sector and working with people impacted by homelessness (desirable)
- Knowledge of emergency management principles, psychosocial preparedness, response and recovery (desirable)

### Qualifications/Licenses

- A Working with Children check is a mandatory requirement for this role
- Relevant tertiary qualifications, skills and/or experience in Emergency Management, Social Sciences, Community Development or a related field

### Behavioural Capabilities

- **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.
- **Team effectiveness | Managing change |** Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

## ■ 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 Code of Conduct 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 3 years thereafter. Police check renewals may be required earlier than 3 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