

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Senior Project Lead	Department	Emergency Services
Location	Hobart or Mowbray	Direct/Indirect Reports	Nil
Reports to	Migration & Emergency Services Lead	Date Revised	Jul 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0019628

🕒 Position Summary

This role will be responsible for leading strategic Red Cross projects in Tasmania focused on community-based resilience to reduce the impacts of emergency events including support for COVID recovery and adaptation to climate change

Working with the Migration & Emergency Services Lead, this role will develop and strengthen partnerships between Red Cross and relevant government, non-government and community partners to create and deliver evidence-based models of programs in Tasmania.

🕒 Position Responsibilities

Key Responsibilities

- § Manage complex Red Cross' strategic resilience projects, including project design, implementation, and evaluation
- § Ensure project budgets are managed in accordance with Red Cross standards
- § Proactively manage funder relationships. Ensure reporting requirements are met. Answer complex questions as required
- § Work closely with the Director and Tasmanian Leadership Team to identify growth areas in line with the Red Cross Strategic Direction and Tasmanian Strategic Plan
- § Develop and strengthen stakeholder relationships and partnerships between Red Cross and relevant government, non-government and community partners
- § Identify funding opportunities, develop project proposals and grant applications to improve and expand services in line with the Strategic Plan
- § Identify unmet community needs utilising a strengths based community development approach
- § Create and deliver extensive evidence-based models of programs in partnership with Tasmanian communities to meet identified unmet needs
- § Ensure that Red Cross is providing effective and appropriate resilience advice and information to communities, partners and vulnerable people and implement effective ways to monitor and evaluate program outcomes
- § Coach team members to achieve targets against the Strategic Plan and strategic project deliverables

☰ Position Selection Criteria

Technical Competencies

- § Demonstrated experience in managing large and complex projects and relationships with multiple stakeholders
- § Understanding of, and experience in implementing, community resilience initiatives
- § Demonstrated experience working with community groups, understanding their needs and tailoring services to meet their needs
- § Demonstrated ability to build relationships, and partnerships, with external stakeholders such as peak bodies, government, non-government and community organisations
- § Highly developed oral and written communication skills, including facilitation skills, presentation and media liaison
- § Experience in developing grant applications
- § Strong commitment to Reconciliation.

Qualifications/Licenses

- § A Working with Vulnerable People Check is a mandatory requirement for this role
- § Current drivers licence
- § Relevant tertiary qualifications, skills and / or experience in community development, social sciences, or a related field (desirable).

Other

- § Ability to work outside standard business hours, including intra and inter-state travel.

Behavioural Capabilities

- § **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- § **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.
- § **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 | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.

⌄ **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