

POSITION DESCRIPTION – TEAM MEMBER

Position Title	National Senior Project Officer, Strategy and Influence	Department	Emergency Services
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	Manager – Strategy and Influence	Date Revised	July 2017
Industrial Instrument	Choose an item.		
Job Grade	Job Grade 5	Job Evaluation No:	

■ Position Summary

The National Senior Project Officer, Strategy and Influence is responsible for driving a coordinated approach to monitoring and reporting activities across the domestic Emergency Services (ES) program. This position will undertake all program-wide compliance activities in support of ES Strategy 2020, the ES program's multiple national partnerships and as required by the broader organisation.

■ Position Responsibilities

Key Responsibilities

- With the support of the National Manager, ES Strategy and Influence, drive a coordinated approach to data capture and reporting across a multi-sited organisation.
- Ensure compliance with all organisational and partnership reporting as required.
- Contribute meaningful data to aid program-wide accountability and learning.
- Undertake a national liaison role and provide support and advice to project managers and state/territory staff responsible for monitoring, evaluation and reporting activities.
- Prepare briefing papers and reports as required.

■ Position Selection Criteria

Technical Competencies

- Experience in gathering, analysing and reporting on data.
- Experience in supporting monitoring and evaluation processes.
- Excellent records management and general office administration.
- Highly developed oral and written communication skills.
- Experience using data collection systems and processes and/or reporting software.
- Demonstrated ability to influence internal and external stakeholders at various levels.
- High-level analytical, problem solving and decision-making abilities.
- Exceptional organisational and time management skills, including the ability to priorities tasks and meet deadlines.
- Knowledge of emergency management.

Qualifications/Licenses

- Relevant tertiary qualifications, skills and/or experience in emergency management.

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.
- **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 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