

POSITION DESCRIPTION – TEAM MEMBER

Position Title	National Senior Project Officer, Recovery (Identified)	Department	Emergency Services
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	National Coordinator, Recovery & Psychosocial Support	Date Revised	July 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0040999

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

The National Senior Project Officer, Recovery will guide and support Red Cross recovery programming, projects and resources to be culturally safe and responsive to the needs of Aboriginal and Torres Strait Islander communities impacted by disasters and a changing climate. The person will also assist with the coordination of recovery operations across Australia, supporting and delivering community led solutions in keeping with our strategic intention to walk alongside Aboriginal and Torres Strait Islander peoples.

The person will have a strong focus on promoting strong working relationships with State and Territory teams to deliver recovery and resilience programs in Aboriginal and Torres Strait Islander communities.

■ Position Responsibilities

Key Responsibilities

- Lead the development and implementation of culturally appropriate psychosocial support and wellbeing tools, materials and services
- Support the development of recovery programs that are culturally appropriate and support Aboriginal and Torres Strait Islander wellbeing
- Ensure all service delivery is in line with the national strategy
- Build and maintain strong relationships with Emergency Services personnel in States & Territories through regular meetings and communications, particularly the First Nations Recovery Network
- Develop relationships and trust to work closely with Aboriginal and Torres Strait Islander staff and volunteers in the Emergency Services program and across the organisation
- Support the First Nations Recovery Network with project work as prioritised by the Network
- Provide advice to, and support the First Nations Recovery Network to advise, the National and State and Territories Emergency Services teams on culturally appropriate services and projects that focus on the psychosocial and wellbeing support of Aboriginal and Torres Strait Islander communities before, during and after emergencies

- Help States and Territories to recruit volunteers to build the capacity of Aboriginal and Torres Strait Islander communities during and after emergencies
- Support States and Territories in the delivery of recovery and resilience workshops and training for Aboriginal and Torres Strait Islander communities and other stakeholders
- Help develop effective engagement, support and communication strategies for Red Cross personnel about specific emergency and recovery needs of Aboriginal and Torres Strait Islander Communities
- During emergency operations, assist with National Coordination Centre Functions, as requested by the National Incident Coordinator
- Participate in the National Duty Officer roster as required

■ Position Selection Criteria

Technical Competencies

- High level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, community and country
- Knowledge of the principles of psychosocial and wellbeing support
- Ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander communities, including the requirement for genuine and transparent consultation and negotiation
- Excellent communication skills with the ability to develop and maintain effective relationships with both internal and external stakeholders
- High level understanding of, and experience in, emergency management, particularly disaster recovery
- Demonstrated experience in the training, facilitation and the development of training curriculum
- Understanding of engagement and communication activities and strategies
- Proven highly developed organisational and time management skills with the ability to establish priorities within competing demands
- The ability to work autonomously, show initiative and demonstrate problem solving skills
- Demonstrated ability to work as part of a team

Qualifications/Licenses

- The successful person for this position will need to complete a Red Cross-funded Working With Children Check
- Whilst not essential, a tertiary qualification, preferably in emergency management/disaster recovery, health, human services, community services or equivalent experience and cultural knowledge would be highly regarded

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 | 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 | 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.