



STRONGER PLACES, STRONGER PEOPLE ('SPSP') PROJECT OFFICER

| | |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title | SPSP Rockhampton Project Officer |
| Salary | Level 4.4 Social Community Homecare and Disability Services (SCHADS) Industry Award Rate (i.e. approximately \$88,277.80 per annum) |
| Location | Based within the Rockhampton and Livingstone Region (i.e. with flexible work arrangement/s to be negotiated on offer) |
| Capacity | Full-Time Fixed Term (38 hrs per week) until 30 June (with the possibility of extending) |

Stronger Places, Stronger People ('SPSP') is a community-led, collective impact initiative, stewarded by the Australian Government in partnership with the Queensland state government and the community of the Rockhampton and Livingstone Region Local Government Area (LGA). SPSP seeks to disrupt disadvantage and create better futures for children and their families through locally tailored and evidence-driven solutions to local problems, in partnership with local people. Collective impact is the shared commitment to a local strategy by communities, governments, service providers and investors, with shared accountability for planning, decision making and results.

Purpose of The Role

The SPSP Rockhampton – Project Officer's role is to provide high quality project, secretariat and administrative support to the SPSP Leadership Group ('LG'), a collective group of voices from community, government, service providers and businesses, working together to create a thriving future for the community.

Key Accountabilities

- Support the establishment and implementation of the SPSP initiative in partnership with the LG Members and in accordance with SPSP modelling, guidance and advice.
- Provide high-level project, secretariat and administrative support to the LG exercising discretion, initiative and confidentiality to drive effective planning, preparation and progression of the LG Action Plan and all associated activities and priorities.
- Communicate effectively with a diverse range of stakeholders and representatives of the community to lead secretariat support of the LG Meetings ('LGMs') and any extraordinary sessions/workshops as required.
- Take a lead role in facilitating outreach, engagement and consultations with a diverse range of stakeholders in the LGA to ensure community voice is heard.
- Provide sound advice on complex matters to progress LG Action Plan priorities including conceptualisation, administration and management of a wide range of



material (e.g. email correspondence, written reports, status updates and briefs as required) in a timely and professional manner.

- Coordinate available resources and maintain documentation for reporting, monitoring and evaluation purposes, to support informed decision making and planning.
- Demonstrate proven skills and expertise in using a range of information, communication and technology (ICT) based applications, systems and tools to efficiently and effectively drive progression and completion of LG priorities and actions.
- Ability to establish and maintain effective working relationships with a diverse range of key stakeholders on complex matters.

Work Requirements

- Hold a current and valid C-Class driver's licence.
- Ability to work flexible working hours including undertaking Key Accountabilities both within and outside of core working hours.
- Ability to travel locally within the LGA's, greater Queensland and/or interstate when required by road and air.
- Undertake a police check and/or provision of a National Police Certificate.
- Hold a valid Working with Children Check (i.e. Queensland's Blue Card).

Selection Criteria

Candidates will need to demonstrate proven skills, knowledge, and expertise relevant to the Key Accountabilities to fulfil the role on a day-to-day basis.

Applicants must refer to the Core Requirements for the role (i.e. detailed below) and submit a written application (i.e. maximum of two A4 pages) addressing the Essential Criteria, alongside of their most recent Resume/CV and contact details for two references **by 5pm on 28 March 2024**.

Core Requirements

Essential Criteria

1. Proven ability to establish and maintain effective working relationships with complex and diverse communities and stakeholders to achieve demonstrable outcomes.
2. Proven experience in project administration and management.
3. Reside within, have local knowledge, and lived experience in the Rockhampton and Livingstone Region Local Government Areas (LGAs).



4. Demonstrated knowledge and experience in working with Aboriginal and Torres Strait Islander peoples, Australian South Sea Islander peoples and Culturally and Linguistically Diverse communities.
5. Ability to work independently and/or with limited supervision to progress competing priorities, complex and sensitive matters in a timely manner.
6. Ability to utilise a range of information, communication and technology tools and systems including Microsoft Office.
7. Proven analytical, critical thinking and problem-solving skills.