



VICTORIAN ALCOHOL AND DRUG ASSOCIATION

Project Officer – PHN Workforce Development, 1.0 EFT

VAADA Vision

A Victorian community in which the harms associated with alcohol and other drug use are reduced and wellbeing is promoted

VAADA Purpose

To represent the membership by providing leadership, advocacy and information within the AOD sector and across the broader community in relation to alcohol and other drugs

July 2021

Position Title: Project Officer – PHN Workforce Development

Responsible to: Program Manager – VAADA

Employment Basis: 1.0 EFT position for 12 months from date of commencement, with the possibility of an extension depending on funding availability and role performance.

Salary: Salary and conditions of service will be in accordance with the contractual arrangements and package. Salary will be based on SCHCADS Award plus a 10% VAADA premium in the range \$77,000 to \$87,791 per annum. Plus super and salary packaging options.

Location: 211 Victoria Pde, Collingwood 3066 (and working from home as required/negotiated)

APPLICATIONS CLOSING DATE: 8 August 2021

Email Applications To: sdrummond@vaada.org.au

Enquiries: Scott Drummond (03) 9412 5600; 0400 722 859

About VAADA

The Victorian Alcohol and Drug Association Inc. (VAADA) is a non-government peak organization representing publicly funded Victorian alcohol and other drug (AOD) services. VAADA aims to support and promote strategies that prevent and reduce the harms associated with AOD use across the Victorian community. VAADA's purpose is to ensure that the issues for people experiencing the harms associated with substance use and the organizations that support them are well represented in policy, program development and public discussion.

About this position

VAADA is recruiting a Project Officer to undertake workforce development activities designed to build the capacity of the AOD workforce and strengthen cross sector engagement. These activities will be primarily focused on, but not limited to, delivering the goals of three Primary Health Network (PHN) funded projects:

- The Murray PHN project (1 July 2020-30 June 2022) aims to develop and support an AOD Practice Leadership model building expertise and supports in the AOD sector across the Murray PHN catchment areas.
- The North West Melbourne PHN project (1 July, 2020 – 31 December 2021) aims to deliver activities to improve service integration across AOD, Mental Health and Homelessness services.
- The Western Victoria PHN project (1 July 2020 – 30 June 2022) aims to support WV PHN AOD service providers with workforce development and training and, networking regarding the delivery of regional models of care and service system integration.

The duration of this role is for 12 months from commencement. Continuation is subject to performance and renewed funding.

VAADA reporting relationships

The Project Officer reports directly to the Program Manager, with support from the VAADA Executive Officer.

This role will complement and support other workforce development roles within VAADA as required.

This role has no direct reports.

Conditions of employment

The terms and conditions of employment are based on the relevant award and are set out in the individual contract of employment.

Statement of Duties

Acquit the goals of the respective PHN contracts via leading and coordinating project activities as per existing work plans.

Listed with equal priority, the following activities are also to be performed as part of this role:

- Deliver a program of activities, as per project plans, while identifying and planning new workforce development activities to fill gaps or meet the needs of participants and respective regions and sub regions
- Facilitate linkages and relationship building between participating agencies and partners looking for opportunities to strengthen intra-sector and cross sector relationships
- Monitor the education, training, and clinical supervision needs of the AOD workforce across the regions; identify ways of meeting those needs within project resources
- Assist in the identification and coordination of additional workforce development opportunities for AOD services
- Develop and disseminate relevant professional development materials and related information to meet the needs of AOD agencies and staff supported through the PHN projects
- Promote and disseminate information regarding events, projects, and innovations to the broader AOD sector as needed
- Organize events and forums; facilitate a mix of face to face and online meetings with clinicians and managers, focused on supporting the clinical and workforce needs of attendees
- Source, as required, speakers to present on local and relevant topics related to AOD treatment and the AOD service system
- Meet all reporting requirements related to the three projects; participate in relevant contractual meetings and discussions; maintain budgets and ensure a high level of financial integrity and accountability
- Gather and collate information from the AOD sector, and other service systems such as the mental health, Indigenous, CALD, homelessness, child & family and youth sectors and others; feedback this information back to VAADA, to support VAADA's purpose

Other tasks as requested/required

- As a small organization, staff members are expected to work as a team and contribute toward achieving the objectives of VAADA.
- Capacity to work outside normal business hours when required
- Other duties as directed

Selection Criteria**Essential:**

- Demonstrated experience in the AOD sector, or other relevant health or community service sector, with a strong familiarity with the language of treatment service provision
- Experience in workforce capacity building, planning and implementation of targeted initiatives
- Relevant tertiary qualifications and/or professional experience
- Demonstrated ability to facilitate meetings or forums online and face to face
- Excellent oral and written communication skills
- Strong track record in meeting deadlines and contractual reporting requirements
- Experience in liaising effectively with a range of individuals and organizations and strong representational capacity in a range of settings
- Experience in planning and managing projects, events, meetings, and consultations
- Ability to work independently and collaboratively within a small team environment
- Capacity to travel to regional Victoria; hold a current driver's license

Desirable:**Application Notes**

Applicants are required to submit a resume/CV and to respond to each and all of the selection criteria above individually (no more than half a page per criteria). Please note, this position is likely to require travel in regional Victoria, subject to COVID-19 limitations.

Please email applications to: sdrummond@vaada.org.au

For further information, please contact Scott Drummond, Program Manager, VAADA Ph: 9412 5600