

Position Description – Project Officer Naloxone

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| Position title: | Project Officer - Naloxone |
| Position number: | D00240 |
| Group: | Corrections and Justice Services |
| Business Unit/Branch: | Justice Health |
| Classification: | VPS4 |
| Employment status: | Fixed term – 12 months – full time or part time |
| Position reports to: | Clinical Governance Officer - AOD |
| Work location: | CBD Melbourne – Work from home until directed |
| Position contact: | Name: Penny Francis  Phone: 9947 1678  Email: [penny.francis@justice.vic.gov.au](mailto:penny.francis@justice.vic.gov.au) |

Role Purpose

The role of the Project Officer:

* Support planning, coordination of the naloxone prison program
* Develop strategies
* Streamlining processes
* Producing briefs and reports
* Improve prisoner health outcomes

Justice Health is the business unit of the Department of Justice & Community Safety (DJCS) responsible for the oversight of service delivery of health services for persons in Victorian prisons. In Victoria, health services in prisons are contracted to health service providers and Justice Health contract manages the health service providers in public prisons. Justice Health sets the policy and standards for health care in all Victorian prisons and monitors and reviews the performance of health service providers. Justice Health is also responsible for facilitating an integrated approach to health service planning and service delivery, leading disease prevention activities, and facilitating the release of health information to community health care providers, legal representatives and individuals.

Justice Health also works in collaboration with the Department of Health and Human Services (DHHS) and Corrections Victoria (CV) to ensure the effective transition of prisoners back to the community from prison (with particular focus on the health, mental health and AOD needs) and that mental health and alcohol and drug treatment services are provided to offenders on community based orders or parole.

KEY ACCOUNTABILITIES

* Develop strategies to support the implementation of the naloxone prison program
* Create and maintain templates and tools, systems and processes
* Plan, monitor and document a range of initiatives that relate to the naloxone program
* Ensure effectiveness of the naloxone project, use research, existing data sets, identify new datasets, use innovative thinking and analysis to support project decision making and influence option development and endorsement
* Assist with the development of high quality briefs, presentations and reports to senior management on the programs outputs, achievements

Key selection criteria

Technical Expertise

* Experience in the preparation of reports and briefs along with highly developed information analysis and conceptual thinking.
* Proven ability to plan, monitor and manage significant projects to time and budget.

Personal Attributes

* **Flexibility and Adaptability:** Accept changed priorities without undue discomfort. Responds quickly to changes. Comfortable working in collaboration with teams outside of own organisation.
* **Working Collaboratively:** Build a supportive and cooperative team environment; Engages other teams to share information in order to understand or respond to issues; Support others in challenging situations.
* **Promote Inclusion:** Pays attention to words, expression and body language; Recognises behaviours that promote a culture of inclusion. Hold self and team accountable towards being inclusive to individuals from diverse backgrounds. Takes corrective actions when behaviours displayed do not promote an inclusive work place.

Meaningful Outcomes

* **Strategic Planning**: Ensures that day to day planning and work processes are in line with team/organisation strategy; Identifies and develops own and team objectives linking strategies to actions to achieve these; Guides others in strategic planning process.
* **Partnering and Co-creation:** Identifies and partners with users/stakeholders/experts to ensure active collaboration in the design process to understand user needs, obtain ideas, insights and input. Work with stakeholders/users to build prototypes and coordinate testing to validate the strategy, program or product. Ensures decisions are made within agreed timeframes.
* **Innovation and Continuous Improvement:** Seeks opportunities for continuous improvement and ways to innovate; Offers suggestions and ideas, encourages others to do the same; Leverage on existing continuous improvement systems and procedures to improve outcomes, quality and efficiency of work; Creates space for learning and innovation by seeking for input and feedback from others.
* **Systems Thinking**: Assesses situations and identifies the best systems tools for analysing, understanding the system and addressing problems; Can apply system archetypes to identify common dynamics that appear in different situations; Identifies and understands the impact of particular courses of action on other parts of the organisation or more broadly.

Enabling Delivery

* **Critical Thinking and Problem Solving:** Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem solving concepts in the right context.
* **Project Delivery:** Defines tasks to be delivered to meet agreed outcomes; Coordinates and guides others in the execution of work activities; Monitors progress of tasks against plans and takes corrective action when required.

Authentic Relationships

* **Communicate with Impact:** Prepares and delivers logical sequential and succinct presentations; Uses clear and concise language; Uses media appropriate to the audience and presents information to develop the understanding of the topic.
* **Interpersonal Skills:** Sees things from another’s point of view and confirms understanding; Understand motivations, needs and wants of stakeholders and their impact on service delivery; Tailor communications according to audience and/or audience preference.

Qualifications

* Tertiary qualifications in a related discipline with an understanding of project management methodologies.
* Experience in project management in government, whilst not essential, would be viewed favourably.

Important information

The salary range for this position is set out in the Victorian Public Service Enterprise Agreement 2020*.* Please refer to the Department of Treasury and Finance website ([dtf.vic.gov.au](http://dtf.vic.gov.au)) for further information.

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees.

Pre-employment checks

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or ‘Working with Children Check’.

If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

* Pre-employment Security Check (Declaration Form)
* National Police Record and Fingerprints Check and International Police Clearance (if applicable)
* VicRoads Information Check
* Drivers Licence Check(s) (if applicable).

Values and behaviours

Department of Justice and Community Safety employees are required to demonstrate commitment to:

**The Department’s Values and Behaviours:** Serve the community, work together, act with integrity, respect other people and make it happen.

**The Environment:** The department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

**Recordkeeping:** The department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity:** The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

Further information

Please visit About the Department on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au/utility/about+the+department/) (http//:www.[justice.vic.gov.au](http://www.justice.vic.gov.au/)) for information on:

* Organisational values and structure
* Our policies such as privacy and conflict of interest
* The Victorian Public Service (VPS) code of conduct
* Our commitment to the safety and wellbeing of children.