



Job Description Form

Social and Emotional Wellbeing (SEWB) Pilot Project Officer

Vision Statement

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

Mission Statement

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Service's Model of Care, empowering Aboriginal people to achieve health equality in their communities.

Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

Organisational Values

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business. These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members

Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.

Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.

Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.

Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.

Accountability

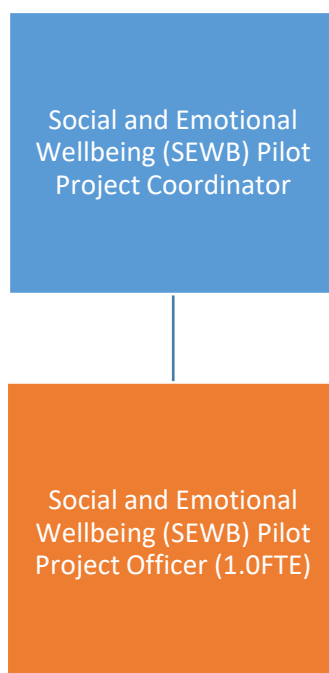
Being accountable to all our Members, stakeholders and the community

Resilience

Embracing challenges and harnessing opportunities to empower our communities for self-determination.

Position Title	Social and Emotional Wellbeing (SEWB) Pilot Project Officer
Work Group	Public Health and Continuous Quality Improvement
Work Unit	Public Health and Continuous Quality Improvement
Reports To	Social and Emotional Wellbeing (SEWB) Pilot Project Coordinator
Direct Reports	Nil
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Administrative Grade 4
Approved by CEO	14 September 2022 (Des Martin)

Team Structure



Position Purpose

The Social and Emotional Wellbeing (SEWB) Pilot Project Officer reports to and is directly accountable to the Social and Emotional Wellbeing (SEWB) Pilot Project Coordinator and forms part of the broader Public Health and Continuous Quality Improvement Work Unit.

The SEWB Pilot Project Officer is primarily responsible for providing project support to the SEWB Pilot Project Coordinator, undertaking tasks as directed that support and deliver on specific contract deliverables.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

Key Client and Stakeholder Relationships

External

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services (ACCHS) in Western Australia in each of the identified Pilot regions to support the subcontracting arrangements for the Pilot activities.
- Liaises with a variety of government agencies, stakeholder representative groups, community groups and the SEWB Pilot evaluation team.

Internal

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

Responsibilities of this Position

Project Support

- Maintain systems and processes to support project deliverables, data collection and contract report preparation.
- Undertake stakeholder management, including high-level communication between Pilot Sites, ensuring that contractual obligations are upheld.
- Provide timely, high level reports, and strategic advice, supporting the outcomes of the project.
- Undertake relevant mapping exercises, identifying risks and developing processes to minimize these risks, ensuring project deliverables and outputs are maintained.
- Support the SEWB Pilot Project Coordinator to plan and implement the annual SEWB forum, acting as main stakeholder lead.
- Promote the AHCWA SEWB service delivery Model.
- Provide secretariat support to the SEWB Pilot Governance Committee including minute taking, meeting planning etc.

Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
 - Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
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General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020 (WA)*.
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

Key Result Area	Key Performance Indicators
Project Management	Effective data collection for reporting requirements completed within contractual timeframes. Accurately and timely recording in Smartsheet of all stakeholder engagement activities to support funding reports.
Quality Management System	Ensure all reporting and tasks assigned to this position are completed within a six (6) week period

Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential

- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Knowledge of evidence based and culturally appropriate approaches to mental health, SEWB and AOD issues within Aboriginal communities.
- Demonstrated project or program management experience in the Not for Profit, Community and/or Health Sector.
- Proven ability to solve problems by analysing issues, identifying options and selecting the most appropriate solution.
- Experience in data collection and report writing.
- Effective organisational and time management skills including the ability to manage competing priorities.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Post-secondary qualification in a related field (Health, Social Services, Research, Project Management), and or proven experience in a related role.
- Knowledge of evidence based and culturally appropriate approaches to mental health or social and emotional wellbeing within Aboriginal communities.

Practical Requirements

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	