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| POSITION DESCRIPTION |
| **Position Title:** | Consultant - Aged Care & Disability Reform |
| **Service/Facility/Department:**  | Strategy & Transformation |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Leadership team, Aged Care & Disability Reform team members, and other teams within Anglicare SQ |
| **External:** Government funders, external agencies and disability service providers, people with a disability |

**Position Statement / Overall Purpose**

The overall purpose of the Consultant, Aged Care & Disability Reformis to participate in and coordinate a range of activities in response to key reform agendas:

1. transitioning of Community Aged Care and the National Disability Insurance Scheme (NDIS)
2. preparation of our people and systems to be able to deliver sustainable quality, person-centred support and services

The Consultant, Aged Care & Disability Reform will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Check
* Current Blue Card with Yellow Card Exemption
* Current Queensland Driver Licence and own reliable vehicle
* Degree in Human Services or a related field
* Certificate IV in Workplace Training and Assessment (desirable)
* Ability and willingness to travel within the service region

**Key Selection Criteria**

* Robust knowledge of the current reform agendas including Aged Care and NDIS
* Understanding of issues relating funding contractual models, outputs and outcomes, compliance and quality frameworks
* Demonstrated knowledge and experience of contemporary service delivery models, working with a person-centred focus
* Excellent written and verbal communication, relationship management and engagement abilities
* organisational skills with the ability to manage competing priorities to strict deadlines
* Innovative with capacity to challenge existing practices, negotiating, influencing and problem-solving skills
* Experience working within a community services organisation (desirable)

**Key Accountabilities and Responsibilities**

1. **Accountability: Project Support**

***Provide support, advice, documentation and process improvement support as required***

**Responsibilities:**

* Ensure that Anglicare’s vision, values and principles relating to the reform inform all activities and outcomes
* Maintain accurate and relevant documentation and report on task progress as required
* Respond to queries and escalate risks and issues as suitable
* Participate in and deliver organisational change management and associated activities
* Assist to identify issues in business process and provide recommendations for practice improvement
* Develop, modify, and document training material requirements
1. **Accountability: Business Development**

 ***Identify and implement initiatives to grow Anglicare’s provision of services***

**Responsibilities:**

* Provide guidance and support in the identification and development of business opportunities
* Support the effective transition of reform activities and functions into business as usual (BAU) operations
* Assist in the preparation of position papers, business cases and marketing strategies
* Complete analysis of market needs and trends
1. **Accountability: Practice and Staff Development**

***Contribute to the development of a workforce which has a strong understanding of the reforms and works to best practice***

**Responsibilities:**

* Act as an ambassador across the organisation to promote understanding of the reform
* Mentor, coach and develop staff to engage with the reform objectives by providing leadership and suitable activities
* Collaborate to develop and implement organisationally viable service models/models of care and practice standards that are client centered, evidence based and achieve best practice
* Source and create resources and tools to support consistency across the organisation
* Identify opportunities to enable consistent excellent customer service and transform service models to support the ongoing sustainability of Anglicare

**Other Duties and Requirements**

* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.