

The Organisation

Queenslanders with Disability Network (QDN) is a member based representative body of over 1500 members with disability and supporters across the state.

Our vision is that people with disability are active and valued citizens of Queensland.

Our mission is to create an inclusive community where people with disability live and work as valued, contributing citizens.

We encourage people with disability to apply for this position.

QDN exists to:

- Promote and maintain a strong vibrant network of members throughout Queensland.
- Facilitate the exchange of accessible information exchange and lived experience.
- Influence governments and others to bring about full and equal participation and citizenship.
- Grow an effective, sustainable and accountable organisation that reflects our values.
- To facilitate the use of resources that support QDN projects to achieve key objectives.

Purpose

The Projects Coordinator position is responsible for supporting the implementation of QDN projects. This includes current projects during the NDIS rollout, including the Hard to Reach and Ready to Go projects. Responsibilities include project establishment, implementation and evaluation phases, including stakeholder engagement, communication including the timely achievement of deliverables, within agreed budgets and performance levels. The position will also require delivery of project deliverables.

Key relationships and reporting structures

The Projects Coordinator reports directly to the Business Development and Operations Manager and has line-management responsibilities.

This position works as part of a team where interdependencies and collaboration with CEO, Senior Leadership Team, staff, members and stakeholders is critical to the successful delivery of QDN's projects, services and activities.

Position scope

The appointee has reasonable autonomy and is accountable for the delivery of work assignments and projects, recognising when matters need to be referred to the Business Development and Operations Manager for resolution.

Key accountabilities

Fulfil the accountabilities of this role in accordance with the QDN's ethics, principles and values.

In financial and resource management the Projects Coordinator will:

- actively seek, develop and support the increase of funding opportunities to ensure ongoing growth of QDN's financial resources;
- coordinate internal resources, direct project staff and assist members with the implementation of key activities to ensure projects deliver the required outcomes;
- ensure projects are delivered on time, within scope and within budget;
- inform line managers of ways to improve outcomes and/or reduce expenditure; and
- promote membership growth.

In corporate governance the Projects Coordinator will:

- ensure that Project Plans are developed, maintained and implemented;
- provide advice in the successful development of the project, program, operational and financial plans;
- maintain the QDN's paper and electronic records and documents in accordance with the organisation's procedures and ensure compliance with all relevant national and state legislation;
- ensure compliance with QDN's Quality Management System and provide guidance to staff on implementation of SO9001:2008 and Human Services Quality Framework requirements.

In communications the Projects Coordinator will:

- prepare a range of time-sensitive written content for the QDN Projects, including policies, project plans, reports, submissions, presentations, newsletters, website content, publications and communication material.
- identify and establish productive working relationships with relevant government, private and not for profit organisations and agencies to influence state and national policy;
- represent the position and views of QDN to all relevant internal and external stakeholders in a way that enhances the reputation of the association;
- be a public spokesperson for QDN in accordance with Board of Directors delegations;
- provide timely, expert advice to key internal stakeholders regarding the ongoing progress of projects; and
- ensure that the Business Development and Operations Manager and CEO are well and fully informed on all aspects of the functioning of the Projects including NDIS rollout, including the Hard to Reach and Ready to Go projects and other related projects, including proactively advising the Business Development and Operations Manager and CEO of risks to the organisation.

In relations to staff the Projects Coordinator will:

- be responsible for the recruitment, selection, employment, and orientation of project staff;
- ensure staff support and resource people with a disability to participate in organisational activities;
- effectively manage project staff performance, ensuring the completion of probation and performance reviews, updating of position descriptions and duty statements;
- be responsible for the provision of relevant professional development and training;
- develop a succession plan for project staff positions within the organisation;
- participate in staff performance activities and probation and performance reviews;
- suggest and participate in relevant professional development and training;
- ensure ongoing compliance and development of OH&S policies and procedures; and
- maintain and develops a positive organisational culture that retains high calibre staff.

Essential knowledge, skills and attributes

The essential knowledge, skills, and attributes of the appointee include proven:

- high level of knowledge and awareness of the disability sector and relevant Commonwealth and state legislation related to people with a disability
- demonstrated experience in Project Management and sector development;
- demonstrated written and oral communication skills, with the ability to effectively communicate with a range of stakeholders, including members, Government and Community stakeholders.
- demonstrated ability to build and maintain appropriate working relationships with relevant parties.
- high level analytical skills;
- high level facilitation skills;
- capacity to lead in complex environments; and
- abilities to manage competing demands within limited timeframes.

Qualifications

Tertiary qualifications and relevant experience in the areas of disability, human services and/or social sciences.

The position is based in Brisbane, however travel intrastate and interstate may be required.

QDN operates under the **QCSCA Award (2008) and the Projects Coordinator is paid under level 6.1 for a 30 hour work week.**

The total remuneration for 30 hour week is \$66,722.92, plus 9.5% superannuation. Salary Packaging is available.

Term of position:

This position is a fixed term contract position until 30 June 2018.

Pre-Employment screening

The ability to gain a cleared National Police History Check and possess a current Queensland Drivers Licence.

The appointee must ensure that they hold and keep current the required registration to perform in the role (e.g. yellow or blue card, AHPRA, drivers licence) and advise QDN of any change in circumstances that may impact on the continuation of registration or licence.

Performance Appraisal process

A probation period of 3 months applies. The CEO will conduct an initial review at 3 months, a probationary review at 6 months and then performance appraisals at 12 month intervals or when deemed necessary.

How to Apply for the Position

Applications must be submitted before: 28 September 11:59PM

The following information must be provided to the selection panel to assess your suitability for the position:

- A cover letter
- A short statement of no more than three pages or less which addresses each of the four key accountabilities.
- Your current Curriculum Vitae or resume including the names and contact details of two referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.
- Applications should be emailed to ceo@qdn.org.au

For more information

Please refer to our website www.QDN.org.au for an overview of the services QDN provides.

If you would like to have a confidential discussion, please contact Michelle Moss on 07 3252 8566 or ceo@qdn.org.au