



## JOB DESCRIPTION

POSITION:	Senior Project Officer
BUSINESS ENTITY:	Vital Signs Canberra Project Commissioned and funded by Hands Across Canberra (HAC) and The Snow Foundation
REPORTS TO:	Peter Gordon, CEO, HAC and Georgina Byron, CEO, The Snow Foundation, the Vital Signs Steering Committee
UPDATED:	March 2018

**Main Duties:** Under the direction of the Vital Signs Steering Committee – The Senior Project Officer will work collaboratively with key internal and external stakeholders to deliver the project delivery objectives of the Vital Signs Canberra Project.

**Contact:** Peter Gordon, CEO, Hands Across Canberra, 0417 064 767 or [ceo@handsacrosscanberra.org.au](mailto:ceo@handsacrosscanberra.org.au)

### Project Delivery – Vital Signs

The Senior Project Officer will be responsible for:

- the delivery of the Vital Signs Canberra Project in its entirety, including but not limited to the co-ordination of the project, administration, ensuring the use of all available credible research data, engagement and writing of reports relevant to the Vital Signs project;
- co-ordinating stakeholder engagement with the Vital Signs committee and project team and external stakeholders;
- oversee the Vital Signs process and delivery of all major tasks;
- final report and sign off for all Vital Signs documentation;
- manage the funding and contracts associated with the Vital Signs Canberra Project including pro-bono assistance;

- represent and mostly lead the Vital Signs Canberra Project at various stakeholder and community interests as directed by the Vital Signs Committee; and
- draft a communications plan and liaise with the Vital Signs Project Team on marketing and media when required.

### **Communication – Project Delivery – Vital Signs**

- regular meetings with the Vital Signs Working Group to assign and agree tasks within the Group;
- regular meetings with the Advisory Panel to discuss and agree research to include in the Vital Signs report;
- regularly meet with the Hands Across Canberra Community foundation team member and CEO to provide project update and findings;
- regularly communicate on project progress with Hands Across Canberra and the Snow Foundation;
- attend regular monthly meetings including report delivery with Vital Signs Committee;
- reporting, as directed by the Vital Signs Steering Committee to relevant Stakeholders of Vital Signs project;
- work with communications expert/pro bono agency on the communications strategy, including media and distribute information via social media (twitter, facebook and website).

### **POSITION ATTRIBUTES:**

The Senior Project Officer –will need to have the following core attributes;

#### **Excellent Written and Oral Communication Skills**

The Senior Project Officer – will be communicating with the Vital Signs Committee and Project Team and external stakeholders.

#### **Team Player**

The Senior Project Officer –will demonstrate team work skills within all entities associated with the Vital Signs Project. This includes showing equal respect to your colleagues, your team members and relevant stakeholders at all times. As

the position will have daily interaction with the public, they will need to develop and foster positive internal and external relationships to manage ad-hoc duties and task as directed by the Steering Committee from time to time.

#### Delivery of Service

This involves the constant feedback on progress to the stakeholders to ensure the delivery of service is of a high standard.

#### Presentation and Image

The Senior Project Officer – must be professionally presented and have a clear understanding that they are representing the parties who are the sponsors of the Vital Signs Project with a professional manner at all times.

#### Hands Across Canberra and The Snow Foundation Values

The Senior Project Officer – will positively follow the values of both Hands Across Canberra and The Snow Foundation.

#### Self-Starter

The role requires a level of autonomy in that the Senior Project Officer will not have to require ongoing direction. The Senior Project Officer will understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

#### Feedback

The Senior Project Officer – Vital Signs will participate from time to time in a feedback process such as a formal review at three months. The Senior Project Officer – Vital Signs will use this feedback to understand development and learning opportunities associated with their role. It is expected that Senior Project Officer – Vital Signs engages in feedback discussions in an open and constructive manner, and work together with Hands Across Canberra and The Snow Foundation on genuine opportunities to improve performance.

Employee Name:

Signature:

Date:

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_