



POSITION DESCRIPTION:

Position title:	Project Coordinator, Healthy Dying for People with Disability
Location:	Research, Collaboration & Innovation
Award:	Contract
Reporting to:	Project Lead, Healthy Dying for People with Disability

POSITION SUMMARY

Employees at this level coordinate, implement and administer activities for their area of responsibility. They operate under general direction and undertake a range of functions. Employees support the Organisation's management; help prepare plans and budgets; establish and work to procedures and practices; and implement and monitor regular ongoing and discrete projects.

The Project Coordinator assists the Project Lead to coordinate and administer tasks directly related to achieving the project outcomes.

LEVEL OF RESPONSIBILITY

An employee in this position is directly responsible to their immediate supervisor for all aspects of service delivery and any projects under the portfolio's control. They also take general direction from senior employees and management. The employee participates in forming plans, programs and practices, provides assistance and expert advice to other employees, and sets goals that contribute to achieving organisational objectives.

SUPERVISION

An employee at this level works under general direction from senior employees; is involved in establishing organisational programs, practices and procedures; and exercises initiative and judgment where practices and direction are not clearly defined.

KEY TASKS AND DUTIES *(including Key Performance Indicators)*

- Assist and support the Project Lead to coordinate and deliver on all tasks within the project;
- Contribute to strategic scoping, planning, implementation and evaluation of the project;
- Contribute to developing and maintaining community and stakeholder relationships;
- Develop and maintain stakeholder lists and registers;



- Manage meeting and project logistics, including planning, stakeholder engagement, coordination, implementation and follow-up;
- Contribute to the development and delivery of education and/or consultation based workshops;
- Represent the Organisation at internal and external events;
- Contribute to Reference Group planning and attend Reference Group meetings
- Perform other duties as may be required from time to time.

QUALIFICATIONS

- Relevant degree with substantial experience and/or;
- Post graduate qualification and/or;
- Associate diploma with substantial experience;
- Attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

OTHER REQUIREMENTS

- Current unrestricted Tasmanian driver's license
- Required to provide a satisfactory National Police Check
- Working with Vulnerable People Check
- Provision of a satisfactory pre-employment medical report
- Primarily based in Hobart, with some flexibility to work remotely giving consideration to the activity plan and needs of the project

SELECTION CRITERIA

ESSENTIAL

- Demonstrated ability to contribute to strategic and innovative planning and problem solving
- Practice based experience in working with people with disability and/or other vulnerable populations;
- Demonstrates an understanding and/or has experience of working in the Palliative Care sector, with the ability to work with a palliative care approach to deliver project outcomes



- Demonstrated ability to contribute to the development of person-centered, evidence based policy, procedure and practice documents
- Excellent people, communication (written and spoken), presentation and relationship building skills that reflect the Li-Ve Tasmania organisational values;
- Excellent organisational skills with an ability to manage time effectively, balance competing priorities and meet deadlines;
- Demonstrated ability to exercise a high level of confidentiality and discretion;
- Demonstrates cultural awareness and sensitivity when engaging with stakeholders and end-of-life conversations
- Ability to work effectively and collaboratively in a team environment with fluctuating workloads, pressures and inherent change;
- Experience working in a quality management system environment.

Desirable

- Experience working in the not-for-profit sector;
- Experience working in the clinical health sector;
- Working knowledge of issues related to the provision of Disability Services, in particular, the Disability Service Standards as set by the Disability Services Act 2011.

SIGNATURES

Signed for and on behalf of the organisation:

Name: _____ Signature: _____
Position: _____ Date: _____

The employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____
Position: _____ Date: _____