Title of Position: Project Officer – Programs Group

Term of Appointment: to 30 June 2016

Fraction of Time: 1.0 FTE

Employment Locations: Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth & Sydney

Position Classification: PAI Level 7

1. **Summary of the broad purpose of the position:**
   The Project Officer works closely with the State Manager, their state colleagues, the national Delivery Coordination and Support Team to effectively deliver the Institute’s products and services including, but not limited to, KidsMatter Primary and MindMatters.

2. **Reporting / Working relationships**
   The successful applicant will:
   - Report to the State Manager.
   - Work closely with state/territory based colleagues.
   - Some liaison with the national Delivery Coordination and Support.
   - Support PAI’s work through the development of productive, professional relationships with colleagues across the Institute and stakeholders and beyondblue.

3. **Special Conditions**
   - Some out-of-hours work, intrastate and interstate travel will be required to attend Institute events and meet school demands and requirements for scheduling professional learning.
   - A National Police Check will be required at all times.
   - A valid driver’s licence will be required at all times.
   - Annual Leave must be scheduled in respective state/territory school holidays.

4. **Key Responsibilities / Duties**
   - Work with the Manager and colleagues to plan, prioritise and deliver services to schools as per national based and state/territory work plans.
   - Practice a blended learning approach to provide face-to-face and online professional learning events and support schools to implement initiatives delivered by the Institute, including but not limited to, KidsMatter Primary and MindMatters.
   - Nurture and strengthen the positive and productive relationships between PAI and key stakeholders, including school principals and their professional networks, school leadership teams, school community members, other education/health providers and education governing bodies, aligned to the strategic directions and contracted services of the Institute.
• Undertake activities to build and maintain an effective workplace culture and support the values of the Institute.
• Share knowledge and skills, and undertake activities to build the professional capability of colleagues and the Institute through participation in advisory groups and project teams.
• Undertake administrative and data management activities as required to meet service agreement deliverables.
• When required, assist in the preparation of reports detailing activities, outcomes and issues regarding service delivery and other activities for the Executive Team and Programs Group Leadership Team.
• Undertake planning and operations within a project management framework.
• Undertake professional learning and training to build capabilities aligned with the Institute’s strategic directions.
• As an employee of Principals Australia Institute, comply with all policies, procedures and guidelines
• Other duties as required.

PERSON SPECIFICATION

1. Skills, experience and knowledge

• Experience in planning and delivering professional learning services and providing implementation support to schools, preferably across all sectors (government, Catholic and independent) and intra-state locations, and related to mental health and well-being or similar fields.
• A highly developed understanding of adult learning principles and experience in the development of professional learning resources and session plans, using a range of techniques and modes of delivery.
• Demonstrated experience in working effectively with stakeholders in a challenging environment, preferably within the education and/or health sector.
• Sound written and communication skills, and demonstrated attention to audience requirements and detail.
• Demonstrated success in working as a part of a multi-disciplinary team, contributing to meeting team based and individual service delivery goals in an environment where there is limited face-to-face contact.
• Experience in undertaking administrative tasks and maintaining administrative data, using online management information systems.
• A sound understanding of Workplace Health and Safety legislation and initiatives. Intermediate to advanced skills in using MS Office (Word, Excel, Project, PPT), the intranet and internet.
• Demonstrated understanding of, and preferably experience in working with Aboriginal and Torres Strait Islander people and communities.

2. Professional attributes

In addition to demonstrating the principles of the Institute, a strong commitment to undertake the role with:

• Business acumen and political awareness
• Flexibility and adaptability
• Solution focus
• Cultural awareness/proficiency
• Discretion
• Initiative and self-management
• Dependability and reliability
3. Qualifications

- A recognised Adult Learning/Training qualification or extensive related experience is essential.
- Bachelor or higher degree in Education, Health, Social Sciences or related field highly desirable.
- First Aid Certificate will be highly regarded.