



**PROJECT OFFICER – STRONGER  
COMMUNITIES FOR CHILDREN**

**JOB & PERSON SPECIFICATION**

**MARCH 2019**



## **Project Officer – Stronger Communities for Children**

The Stronger Communities for Children Project Officer reports to the Project Manager and works alongside other team members. The role supports implementation of the requirements of Ninti One's Quality Services Support Panel (QSSP) contract with the Department of Prime Minister and Cabinet, as part of the Stronger Communities for Children (SCfC) program. The position is full time and is based in Alice Springs, however regular travel to remote communities in the Northern Territory is required.

### **The key responsibilities of the position are:**

- Work closely with the Project Manager and Ninti One team to ensure all requirements under the QSSP contract are met in a high quality and timely manner.
- Assist Project Manager and in a variety of tasks including; providing logistical and administrative support; preparing reports, research and literature reviews; resource and template development; facilitation of meetings; communications; and event management.
- Support Facilitating Partners and Local Community Boards to confidently manage the SCfC program in ten remote sites in the Northern Territory.
- Establish and maintain good working relationships with stakeholders especially Indigenous local community board members, remote community members, facilitating partner coordinators and staff, government officers and other relevant stakeholders.
- Provide support to SCfC stakeholders on a flexible basis in areas such as community development processes, report writing, program development and selection, best practice and evidence based approaches, governance for local community boards, meeting facilitation and monitoring and evaluation.

### **General Ninti One requirements:**

- Contribute to a team culture that engenders cooperation with all staff and project partners, across different disciplines and cultures
- Maintain ethical standards in the conduct of project and research activities, especially in observing ethics established by Ninti One to achieve effective practice in work with remote communities
- Undertake any other relevant work as required

### **Selection Criteria**

- Qualification or experience in project management or coordination, preferably in community development or a related field
- Strong cross-cultural skills and the capacity to work well with a variety of diverse stakeholders
- Sound knowledge of the cultural, political, economic and social issues affecting Aboriginal people in the Northern Territory
- Ability to think innovatively and creatively in the delivery of QSSP's role
- High standard written and verbal communication skills
- Ability to drive 4WD
- Willingness to travel to remote locations in NT

### **Additional (not necessary)**

- Experience in monitoring and evaluation of activities and programs
- Experience in governance and meeting facilitation

*Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.*



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential telephone discussion, please call Justin or Lucy Dinnison-Mitchell on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.