



NINTI INNOVATION
ONE FOR REMOTE
AUSTRALIA

**PROJECT OFFICER, STRONGER
COMMUNITIES FOR CHILDREN**

JOB & PERSON SPECIFICATION

MAY 2018

Project Officer – Stronger Communities for Children

Reporting to the Project Manager

The Stronger Communities for Children Project Officer works with the Project Manager as part of the Ninti One Operations team. The role is to implement the requirements of the Quality Services Support Panel (QSSP) contract with 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
- 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
- Assist Project Manager and Ninti team in a variety of tasks including; reporting to government, research and literature reviews, resource and template development, facilitation of meetings, communications and organisation of forums
- Contribute to the Aboriginal Community Facilitator network by supporting the recruitment and management of local staff, as part of the SCfC program
- Support interns in their work with Ninti One

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 community development, or related field
- Strong cross-cultural skills and the capacity to work well with a variety of diverse stakeholders
- Ability to work confidently with community groups in remote settings using community development methods and practices
- 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 in Word format should be forwarded to Lucy Dinnison-Mitchell by email to 23200@hender.com.au

Telephone enquiries are welcome and may be directed to Lucy or Justin Hinora on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.