



Position Description

Position Title:	Senior Project Officer
Award:	Social, Community, Homecare and Disability Services
Award Level:	6
Reports to:	Director, Housing Sector Strengthening
Direct reports:	None

Position Title: **Senior Project Officer**

About NATSIHA

NATSIHA is the first and only national leadership body for Aboriginal and Torres Strait Islander Housing in Australia. Its purpose is to facilitate access to quality, accessible, affordable and culturally appropriate housing to help empower Aboriginal and Torres Strait Islander individuals, families and communities to optimise their health and wellbeing and improve their employment opportunities, access to education, connection to the community and sense of home.

A not-for-profit company and registered charity, NATSIHA has been under development for 5 years. Its membership is open to Aboriginal and Torres Strait Islander community organisations that deliver housing services, known as Aboriginal and Torres Strait Islander Community Housing Organisations (ATSICHOs).

Position Purpose

The Senior Project Officer is a key member of the NATSIHA team, responsible for leading and coordinating various housing projects and initiatives. The Senior Project Officer will work collaboratively with both internal and external stakeholders to ensure the effective project development, implementation and evaluation of projects whilst respecting and promoting the cultural values and traditions of Aboriginal and Torres Strait Islander communities.

The Senior Project Officer will build and maintain relationships with Indigenous Communities, government agencies, partner organisations and other stakeholders to ensure collaboration on all project initiatives.

Key Accountabilities

- Lead the planning, manage and coordinate the development, implementation and evaluation of projects to achieve project outcomes and support the achievement of organisational objectives,
- Demonstrate a deep understanding and respect for the cultural values, traditions and sensitivities of Aboriginal and Torres Strait Islander communities in all aspects of work,
- Develop detailed project plans, timelines and budgets, ensuring projects are delivered on time, within scope and budget,
- Monitor Project progress, identify risks and implement mitigation strategies,
- Build and maintain relationships with Indigenous communities, internal and external stakeholders and government entities,
- Facilitate effective communication between stakeholders and ensure community participation in project activity whilst gathering feedback, input and support for housing projects,
- Collect, analyse and interpret housing-related data to form evidence-based decision making

- Advocate for policy development and changes that address housing challenges and promote improved living conditions,
- Manage project budgets, track expenditures and ensure efficient utilisation of financial resources.

Qualifications and Experience:

- A demonstrated knowledge and understanding of the Aboriginal and Torres Strait Islander Community Housing Sector and the related challenges community housing providers face with their 'day to day' functions and performance of their role and responsibilities,
- Bachelor degree in relevant field or equivalent work experience,
- Experience in project management, preferably in housing or community development,
- Strong interpersonal skills and ability to engage with diverse stakeholders,
- Excellent communication skills, both written and verbal,
- Experience in Policy writing is desirable,
- Demonstrated ability to work independently and as part of a team,
- Proficiency in data analysis and report writing,
- Knowledge of relevant policies, regulations and funding sources related to indigenous housing.

Attributes:

- **Commitment:** Strong dedication to advancing Aboriginal and Torres Strait Islander housing rights and addressing housing disparities experienced by Indigenous communities.
- **Cultural Sensitivity:** Respect for and understanding of the diverse cultures, histories, and experiences of Aboriginal and Torres Strait Islander peoples.
- **Collaboration:** Ability to work collaboratively with Indigenous communities, government agencies, housing providers, and other stakeholders to achieve shared goals.
- **Empathy and Compassion:** Demonstrated empathy and compassion towards the housing challenges faced by Indigenous peoples and a commitment to social justice.
- **Adaptability:** Flexibility and adaptability to navigate complex and changing environments in the housing sector.
- **Integrity:** Commitment to ethical conduct, transparency, and accountability in all aspects of work.
- **Communication:** Excellent verbal and written communication skills to effectively convey complex ideas and information to diverse audiences.
- **Resilience:** Ability to handle challenging situations, manage competing priorities, and maintain a positive and proactive approach

Appointment is subject to:

- Willingness to undergo a Police Check;
- Willingness to travel as required
- Fully COVID vaccinated