



Position Description

Position Title:	Project Officer
Award:	Social, Community, Homecare and Disability Services Award
Level:	Level 3 or 4 depending on experience
Reports to:	Director, Housing Sector Strengthening
Direct reports:	Nil

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 Project Officer is responsible for supporting the planning, implementation, and monitoring of projects within an organisation. They work closely with project managers and other team members to ensure the successful execution of projects, meeting objectives, timelines, and budgetary requirements. The Project Officer plays a crucial role in coordinating project activities, maintaining documentation, and facilitating effective communication among stakeholders.

Key Accountabilities

Project Planning and Coordination

- Assist in developing project plans, including defining project scope, objectives, deliverables and timelines
- Coordinate project activities, ensuring tasks are assigned, deadlines are met, and resources are allocated appropriately.
- Monitor project progress, identify potential risks or issues, and propose solutions to ensure project success.

Documentation and Reporting

- Maintain accurate project documentation, including project plans, schedules, meeting minutes, and progress reports.
- Prepare regular project status reports, highlighting key milestones, risks, and achievements.

- Ensure proper documentation of project outcomes, lessons learned, and best practices for future reference.

Stakeholder Management

- Facilitate effective communication and collaboration among project team members, stakeholders, and external partners.
- Coordinate meetings, workshops, and presentations to engage stakeholders and gather feedback.
- Address stakeholder concerns and ensure their involvement throughout the project lifecycle.

Budget and Resource Management

- Assist in budget planning and monitoring, tracking project expenses, and ensuring adherence to allocated budgets.
- Coordinate with relevant departments to allocate resources effectively and efficiently.
- Identify resource gaps or constraints and propose solutions to optimize resource utilisation.

Quality Assurance

- Ensure project deliverables meet quality standards and comply with relevant policies, regulations, and industry best practices.
- Conduct regular quality checks, review project documentation, and implement corrective actions as needed.
- Support the implementation of quality improvement initiatives to enhance project outcomes.

Qualifications and Skills:

- Proven experience in project coordination or a similar role.
- Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- Excellent communication and interpersonal skills to effectively collaborate with diverse stakeholders.
- Proficiency in project management tools and software.
- Attention to detail and ability to analyse data and information accurately.
- Problem-solving and decision-making abilities to address project challenges.
- Knowledge of project management methodologies and best practices.

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
- **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
- Requirement for interstate travel
- Fully COVID vaccinated