



Job Description & Selection Criteria

AwarAbility: Project Manager

- TERM:** Temporary until 30 June 2020. Part-time 28 hours / 4 days per week.
- ACCOUNTABILITY:** This position is accountable to the Chief Executive Officer. (Refer to the Organisational Chart).
- DIRECT REPORTS:** One part-time Project and Case Coordinator, Consultant and Bilingual Facilitators.

1. Organisational Context

Established in 1979, Arab Council Australia (Council) is a secular community-based organisation working to bring about positive social change and improve the lives of the most vulnerable people in the community.

Council represents the interests of people from twenty-two Arab countries. Our membership reflects this diversity and includes people of non-Arabic speaking background. We work with diverse communities and across sectors and play a pivotal role in capacity and community building and in advocacy.

We deliver culturally and linguistically appropriate social services to address isolation, inequity, discrimination, poverty and hardship. Some of these services include: disability support; family support; child protection; social support to older people; problem gambling and financial counselling; orientation and settlement; casework; and educational support to children, youth and families.

Council is also a registered provider under the National Disability Insurance Scheme (NDIS) and provides Support Coordination and Plan Management Services.

2. Role Description

The position is responsible for the implementation of Council's AwarAbility Project which aims to increase the skills and knowledge of the Arab Australian community and its leaders in South Western Sydney (SWS) and Western Sydney (WS) to become more inclusive of people with disability and mental health concerns.

The Project Manager is accountable to the Chief Executive Officer and ultimately to the Board and is responsible for overseeing and implementing the AwarAbility Project including:

- Project planning to ensure the project achieves its outcomes;
- Developing and implementing an approach for stakeholder engagement including facilitating consumer and stakeholder reference groups;
- Organising and delivering project outputs such as: focus groups, community workshops, web series, case studies; report and case coordination;
- Designing and implementing an evaluation strategy for the project;
- Promoting the project and its outputs and outcomes
- Meeting reporting requirements.

3. Specific Duties

<p>1. Project Implementation and management</p>	<p>1.1. Undertake Project Planning to ensure that the AwarAbility project meets its objectives and contractual requirements.</p> <p>1.2. Manage the project and the work of the Project Case Coordinator, the Consultant/Facilitators (as appropriate) to deliver project outputs and outcomes such as:</p> <ul style="list-style-type: none"> a) Convening focus groups and consumer groups b) Delivering support to Arabic speaking people with disability and mental health issues, and their carers, to understand and access supports such as the NDIS c) Holding community education workshops and providing culturally appropriate information about the NDIS and mental health services to build the capacity of clients to make decisions and choices to meet their needs d) Developing a web series and fact sheets promoting the valued status of people with disability and mental health etc. e) Setting up and administering an online community forum to support the Arabic speaking people with disability and/or mental health issues and their families/carers to share experiences and connect with peers. <p>1.3. Monitor the financial situation of the project and in consultation with the Administration Manager, ensure that expenditure is within approved budgets.</p> <p>1.4. Devise and implement evaluation activities to measure the project outputs and outcomes.</p>
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	<p>1.5. Write reports and ensure compliance with project reporting requirements as well as Council's internal reporting obligations.</p>
<p>2. Stakeholder Relationships</p>	<p>2.1. Facilitate consumer and stakeholder reference/working groups to harness input from people with disability and mental health concerns and key services and community representatives.</p> <p>2.2. Liaise with Arabic speaking people with disability and/or people with mental health concerns.</p> <p>2.3. Identify, target, develop and liaise with appropriate service providers and community services and develop strategic alliances that will enable Council to deliver the project's objectives.</p> <p>2.4. Participate and positively represent Council in relevant networks, forums and events with the view of promoting the project.</p>
<p>3. Quality</p>	<p>3.1. Comply with relevant legislation, departmental and organisational requirements.</p> <p>3.2. Comply with contract guidelines.</p> <p>3.3. Ensure record keeping and other information is recorded according to service standards and practice.</p> <p>3.4. Ensure reporting requirements for the project are undertaken.</p> <p>3.5. Engage in supervision with the line manager.</p> <p>3.6. Engage with external supervisors when required.</p> <p>3.7. Maintain a high level of professional standards.</p>
<p>4. Team Participation</p>	<p>4.1. Be responsible for the project as outlined in this document and as delegated by management.</p> <p>4.2. Contribute to the on-going development of the team through peer supervision, reflective practice sessions, collaborative team work and providing a responsive project.</p> <p>4.3. Work collaboratively with all staff members ensuring open and clear communication across the organisation.</p> <p>4.4. Participate in team, project and organisational meetings as required.</p>
<p>5. Health and Safety</p>	<p>5.1. Create, maintain, and foster a safe work environment at all times.</p>

	<p>5.2. Ensure own work does not adversely affect any other person.</p> <p>5.3. Identify, correct and report any unsafe act, condition or behaviour according to Council's policies and procedures.</p> <p>5.4. Report any injury or incident in accordance with Council's policies and procedures.</p>
6. Risk Management	<p>6.1. Ensure that Council's Risk Management Policy, and the application of sound risk management practices within the workplace and community are adhered to and complied with at all times.</p> <p>6.2. Actively champion the organisational reporting system by ensuring all risks, accidents, incidents, and feedback are reported in a timely, responsive and responsible manner.</p> <p>6.3. Actively participate in organisational quality and risk management processes including external accreditation requirements.</p>
7. Policies and legislative requirements	<p>7.1. Ensure personal and project staff compliance with all Council policies, legislative requirements and lawful management directions.</p>
8. Code of Ethics and Conduct	<p>8.1 Actively support Council's mission, vision and values.</p> <p>8.2 Ensure full compliance to Council's Code of Ethics and Conduct.</p> <p>8.3 Operate within all Council's policies, procedures and practice guidelines as well as relevant legislative requirements.</p>
9. Employee development	<p>9.1 Participate in ongoing education and training as identified and approved.</p> <p>9.2 Participate in the organisation's performance management system, including participating in supervision to identify opportunities for performance improvement.</p> <p>9.3 Participate in professional development programs that are relevant to this role.</p>

4. Position Requirements

- a) Capacity and willingness to work within the ethos of Arab Council Australia
 - b) Current unrestricted Australian Drivers Licence and access to a car.
 - c) Provision of a satisfactory Police Check.
 - d) A current Working with Children Check.
 - e) IT skills including working knowledge of Microsoft Office suite and windows operating environment, and data entry skills.
 - f) Availability to work extended hours, weekends or evenings, as required.
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5. Selection Criteria

- a) Tertiary qualification in relevant discipline e.g. Community Development, Welfare Work, Social Work etc
 - b) Experience in project management, preferably in a disability or mental health context.
 - c) Experience in working with CALD communities and a good understanding of issues affecting Arabic speaking background communities including the challenges faced by people with a disability and/or mental health concerns both in the Arabic-speaking community and in accessing services.
 - d) Understanding of the NDIS framework and the disability and mental health sectors in Australia.
 - e) Experience in community development and in implementing projects.
 - f) A minimum three years' experience in managing a community-based service and in coordinating and supervising small teams.
 - g) Demonstrated ability to multitask and a good track record of meeting targets and prioritising work
 - h) Highly developed interpersonal, verbal and written communication skills.
 - i) Ability to write and converse in Arabic (preferable).
 - j) Proven track record of having effective and productive relationships with stakeholders.
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6. Location

In addition to a number of outreach locations, Council provides services at two main offices:

- Suite 15, 212 South Terrace (South Terrace Plaza)
Bankstown NSW 2200
- Suite 2, Level 2, 44-46 Mandarin Street
Fairfield East NSW 2165

This principal location for this position will be at Council's Fairfield East Office.

7. Salary and Employment Conditions

Employment conditions are as per the modern Social, Community, Home Care and Disability Services Industry Award (SCHCADS).

This position is for 28 hours / 4 days per week.

The salary is paid fortnightly and is at Level 5 up to Pay Point 3 of the SCHCADS Award. 9.5% employer superannuation contribution, travel allowance, other relevant entitlements along with some above Award conditions also apply.

Attractive Salary Packaging benefits are available.

8. How to Apply

Please send your CV and a written application (of no more than 4 pages) addressing the above position requirements and selection criteria outlining your experience and capacity to fulfill this position by the closing date on **Monday 17 September 2018** to:

The Chief Executive Officer
Arab Council Australia Inc.
P.O. Box 1103
Bankstown NSW 1885
Or, email: info@arabcouncil.org.au
Phone: (02) 9709 4333
Fax: (02) 9709 2928