

JOB AND PERSON SPECIFICATION

POSITION/TITLE:	Project Implementation Officer, Disability and Ageing
STREAM:	12 Month Contract
REPORTING TO:	Economic Development Manager – Whyalla
AREA OF ACTIVITY:	Whyalla and Eyre Peninsula
BASE:	Whyalla office

BACKGROUND AND SUMMARY OF THE ROLE

Regional Development Australia Whyalla and Eyre Peninsula Inc. (RDAWEP) primary role is to grow and strengthen the economy of the region. The organisation is directed by an independent board whose vision is to achieve an innovative, competitive and sustainable region offering opportunity and quality lifestyle. The organisation works closely with the communities of the Eyre Peninsula, private enterprise, Local, State and Federal government to achieve this vision.

Operationally RDAWEP initiates and delivers a range of economic and community development initiatives across the region. A primary role is to implement and manage projects. The organisation also delivers specific services and projects on behalf of State and Federal Government agencies.

During 2014 RDAWEP collaborated with industry partners to research and develop a Strategic Plan for services and infrastructure required by disabled and older people living in the city and surrounding regions.

The resulting report “Living well: Whyalla’s Masterplan for Disability and Ageing 2025” identifies multiple challenges and opportunities for Whyalla and the surrounding region. Whyalla’s population is ageing faster than national averages, there are a relatively high number of people living in the city with a severe disability and the number of older and disabled residents is growing. Demographic analysis and modelling shows that demand for associated services, care and infrastructure is likely to increase for the foreseeable future.

An implementation project has been developed to implement a strategic response to these issues. The purpose of the Project Implementation Officer, Disability and Ageing role is to implement or facilitate implementation of key strategies and actions outlined within the report.

Key objectives of the Project Implementation Officer, Disability and Ageing role are to:

- Develop, implement and manage projects and actions outlined within Whyalla’s Masterplan for Disability and Ageing 2025 and prioritised by the Masterplan Disability and Ageing Leadership group
- Actively engage Disability and Ageing industry and community stakeholders in Whyalla and the surrounding region
- Build strong linkages with the Disability and Ageing network in the region including service providers, accommodation providers, Local, State and federal Government agencies
- Promote the Aged and Disability implementation plan project and other RDAWEP initiatives

JOB SPECIFICATION

The Project Implementation Officer, Disability and Ageing will be required to:

- Develop, manage and maintain project plans
- Undertake research and analysis
- Provide regular reports on project implementation and activities
- Manage workshops, forums and information sessions, which aim to gather intelligence, improve services and/or infrastructure or disseminate information for disabled and older residents in Whyalla and surrounding region
- Coordinate meetings of Whyalla's Disability and Ageing Masterplan implementation group including the scheduling of regular meetings, setting agendas and minute preparation.
- Gather industry intelligence and report on issues which impact disabled and older residents living in Whyalla and the surrounding region
- Increase the level of awareness across the region about the benefits of developing and implementing sound plans for an aging population
- Work with training providers to identify and initiate appropriate training programs targeted at meeting current and future needs of the Disability and Ageing sector
- Provide support to source appropriate grants and grant funding to assist with implementation of actions and initiatives
- Liaise with Federal, State and Local government agencies and Industry associations regarding provision of infrastructure, services and addressing other issues for disabled and older residents in Whyalla and surrounding region
- Represent RDAWEP at various events and on committees
- Establish and maintain appropriate systems and structures required to successfully achieve the objectives of the role
- Provide input to assist development of RDAWEP's regional plan, annual business plan, other plans and reports as required.
- Achieve operational targets which will be set annually and monitored by way of staff appraisal and operational performance indicators
- Integrate closely with other RDAWEP staff in all areas of operational activity including, financial control, media and policy issues.

PERSON SPECIFICATION

1) Essential Skills/Attributes/Knowledge:

- Excellent communication and presentation skills in both written and oral form, with demonstrated ability to relate well to people at all levels
- Proven ability to plan, manage time, be well organised and meet deadlines
- Demonstrated ability to coordinate meetings including scheduling, setting agendas and minute preparation
- Sound knowledge and ability to plan, promote and manage workshops, forums and information sessions, which involve the public and industry stakeholders
- Proven experience undertaking research and analysis of issues and high quality reporting on findings
- Strong computer literacy with well developed computer skills
- Demonstrated ability to exercise skill in public relations and represent RDAWEP in a professional manner at all times
- Demonstrated ability to use initiative, contribute to, and coordinate a team effort
- Demonstrated ability to work productively in a small multi-disciplinary team with minimal supervision
- Sound understanding of OHS&W policies and procedures with ability to adhere to safe working procedures and ensure a safe working environment

2) Desirable Skills/Attributes/Knowledge:

- Tertiary Qualifications
- Experience in social media platforms
- Experience in project management including; development of plans, monitoring activity milestones, ensuring timelines are met, managing budgets and completing reporting requirements
- Sound working knowledge of the Health, Disability and/or aged care industry
- Demonstrable initiative, creativity and commitment

REPORTING AND COMMUNICATIONS

- Contribute to staff meetings
- Contribute to RDAWEP Newsletters and Media releases
- Contribute to the Board's Regional Plan
- Bi-monthly reports to RDA Board meetings
- Monthly KPI reports
- Contribute to the annual scorecard targets and the Board's Annual Report
- Attendance at bi-monthly Board meetings as requested

SPECIAL CONDITIONS

- Some out of hours work and travel throughout the region will be required
- A current driver's licence is essential

ORGANISATIONAL RELATIONSHIPS

- Reports and responsible to the Economic Development Manager – Whyalla

KEY PERFORMANCE INDICATORS

KPI's for the position will include working in collaboration with the leadership group and other stakeholders to continue and complete work on specific actions from Whyalla's Masterplan for Disability and Ageing.

The plan can be found at: <http://www.rdawep.org.au/wp-content/uploads/2016/06/Living-Well-Whyallas-Masterplan-for-Disability-and-Ageing-1.pdf>

The following actions are priorities for 2017.

Goal 1: Vision, Leadership, Consultation and Action

- **Action 1.7** Review and update the Masterplan
- **Action 1.6** Schedule a first Annual Disability and Ageing Forum for ongoing community consultation

Goal 3: Strategies for Housing and Residential Care Choices

- **Action 3.3** Establish demand for supported disability accommodation in the Whyalla region

Goal 4: Strategies for Well-Maintained Roads, Paths and Access

- **Action 4.2** Undertake a comprehensive review of footpaths and trails with the needs of older

and disabled users in mind, and develop an investment plan over 7 years to ensure that all footpaths are wide, level, surfaced with concrete and easily accessed.

- **Action 4.3** Take action as required to address access issues identified in the review of the City's access and inclusion plan.
- **Action 4.4** Review the city's designated bicycle lanes, and develop a plan to connect them into a coherent network.

Goal 7: Strategies for a Skilled Health and Care Workforce

- **Action 7.1** Work with the State Government to allocate additional Skills for All training quota for aged and disability care using local industry-based training models.
- **Action 7.2** Work with Whyalla educators to attract another cohort of secondary students into an aged and disability VET program, building commitment to the sector through studying and working together.
- **Action 7.5** Establish a Learning Hub as a focus for coordinated delivery of city-wide post-graduate and professional development programs for aged and disability care workers, EN's and RN's.

Goal 8: Strategies for Education, Training and Personal Development Programs

- **Action 8.1** Bring together DECD, Phoenix and other training and service providers to identify continuity issues between secondary education and workforce involvement, and develop strategies to bridge gaps.

Goal 11: Strategies for Well-Maintained Open Spaces and a Range of Recreational Activities

- **Action 11.1** Review facilities in parks and gardens with reference to the Healthy Spaces and Places guidelines, and with a specific focus on access and use by older people and people with a disability.
- **Action 11.2** Review the foreshore precinct, including the pontoon, to ensure ease of access and use by older residents and residents with a disability.

Date: 28 July 2017