



POSITION DESCRIPTION

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| Job Title: | Project Officer | Reporting To: | Assistant Director – Strategy and Collective ed. |
| Team: | Collective ed. | Travel: | Brief occasional intrastate |
| Location: | Head Office | Position Type: | Full-time fixed-term 18 Months |
| Level/Salary Range: | Salary Package (base + super) \$85,000 + PBI salary packaging = Commercial Equivalent Value of \$95,000 Salary Package | Leave Entitlements: | 5 weeks annual leave 2 weeks personal leave 2 days compassionate leave |
| Human Resources Contact: | Alice Richards recruitment@beaconfoundation.net | Position Contact: | Ebeny Wood ebeny@beaconfoundation.net |

ROLE:

Provide high level support and project coordination for the Collective ed. Project to ensure Beacon Foundation's operations meet our organisational objectives as we work towards an Australia that understands, cares and is motivated to support young people to successfully transition from education to meaningful employment. This position reports to the Assistant Director – Strategy and Collective ed.

KEY ATTRIBUTES:

- Passion for creating better opportunities for young Australians and demonstrated commitment to and understanding of the Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Exceptional communication and interpersonal skills, including high level written and oral communication skills
- Management of multiple and changing competing priorities within tight deadlines and budgets
- Highly developed judgement in relation to problem solving, time management and prioritisation decisions to ensure objectives are achieved
- Proven team player, but with the ability to self-motivate and work independently
- Maintain high standards of work practices and ensure professionalism, integrity, respect and confidentiality at all times
- Highly effective analytical, research, problem solving and decision making skills
- Innovative, creative and strategic in achieving objectives
- Excellent analytical and abstract reasoning skills and effective strategic and innovative problem solving and decision making skills
- Build and maintain collaborative and productive relationships with internal and external stakeholders
- Adaptability and resilience enabling personal performance and productivity levels to be maintained in challenging situations
- Support and promote the work of Beacon and maintain a positive image of the organisation

KEY RESPONSIBILITIES:

- Coordinate with the Project Direction Team to maintain a comprehensive project plan, incorporating strategies, timeframes, risk assessments and reporting stages
- Establish effective relationships and networks with key stakeholders from diverse fields of expertise
- Prepare correspondence and consult with relevant stakeholders to ensure knowledge, issues and views of all key groups are given appropriate consideration
- Develop and manage ways to support the effective and efficient functioning of the Collective ed team, including risk registers.
- Provide strategic and practical policy advice, research and analysis, and prepare briefs and reports
- Provide scheduling, event and record keeping support for the Project
- Additional tasks as directed
- Ensure strong relationships with Beacon staff at a local and national level and participate in Beacon Foundation professional development opportunities including conferences and workshops
- Ensure strong relationships with Beacon staff, both at a local and national level
- Meet internal administration requirements including Key Performance Indicators, budgets, record keeping and reporting, and adherence to Beacon Foundation policies and procedures at all times

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in Political Science, Business, Community Development, Education or equivalent
- Project Management experience is essential
- Knowledge of the Australian and Tasmanian political context, especially the areas of education and workforce development.

LICENSES AND EQUIPMENT:

- A satisfactory National Police check and Working with Vulnerable People certification
- A mobile phone (reimbursed for work related expenses)

HOW TO APPLY:

Please email your application to recruitment@beaconfoundation.net. Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes, Key Responsibilities, Qualifications and Experience;
- Detailed curriculum vitae (CV); and
- Contact details for two referees who can confirm your capabilities in relation to the position.

Approved by Scott Harris – Chief Executive Officer – August 2017