

KORNAR WINMIL YUNTI - KWY

ROLE DESCRIPTION

1. Role details	
Job Title	Assistant Project Officer
Contract length	12 months
Start Date	8 November 2021
End Date	8 November 2022
Location	Adelaide (some travel to regional areas may be required)
Classification	Social, Community, Home Care and Disability Services Industry Award Level 2.1
Salary	\$28.41 an hour
Job Status	Part-time
Availability	16 hours per week
Reports to:	Business Manager
2. ROLE CONTEXT	
<p>The Assistant Project Officer is accountable to the Senior Projects Officer and is required to assist with:</p> <ul style="list-style-type: none">• undertaking research and policy work.• project management to meet deadlines.• conducting stakeholder engagement to inform policy and program decisions.• preparing project briefs, reports and submissions.	
3. QUALIFICATIONS	
<ul style="list-style-type: none">• Developed written and verbal communication skills with a proven ability to communicate to a wide audience.• Experience in research projects.	

- Knowledge of qualitative research methodologies.
- Excellent critical thinking and problem-solving skills.
- Ability to be self-driven.

4. PRIMARY OUTCOMES AND ACCOUNTABILITIES

Projects and Policy	<ul style="list-style-type: none"> • Assists with the successful delivery of projects and initiatives that contribute to the development of service design, policies and strategies. • Assist with the preparation of submissions and grants for KWY. • Produces high quality reports, presentations and other documentation. • Development of new, or the evaluate/review of existing programs and policies.
Research	<ul style="list-style-type: none"> • Undertaking research to inform KWY on known and emerging policy and social issues. • Researching best practice, national and international models of service delivery and assess the potential to adapt them to the South Australian setting. • Analysing and presenting data and evidence to identify emerging trends and key priorities. • Uses data and evidence to inform the development of policy/program decisions relating to improved client outcomes. • Undertakes critical analysis to identify issues and barriers to ensure ongoing project improvements.
Stakeholder Engagement	<ul style="list-style-type: none"> • Assist with consultation with a variety of stakeholders and staff as part of research projects. • Establish and maintain open and effective communication channels and working relationships with management and stakeholders to ensure projects are coordinated and milestones are achieved.
Business Planning, Strategy and Reporting	<ul style="list-style-type: none"> • Help develop and report on project development. • Assist in business and strategic development. • Assist in communications strategies, plans and initiatives. • Assist in the strategic direction of KWY.

Contribute to Culture	<ul style="list-style-type: none">• Actively participate and contribute to responsible and safe work practices.• Embrace diversity and cultural differences in the workplace.
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