

## Position Description

### Project Officer, Rural and Regional Consumer Engagement

<b>Job Title</b>	Project Officer, Rural and Regional Consumer Engagement
<b>Position Purpose</b>	To support and implement innovative community and stakeholder engagement and education activities
<b>Reports to</b>	Program Coordinator Aged and Community Care
<b>Term of Employment</b>	Short Term Contract: February 2020 – 30 June 2020
<b>Classification/ Salary</b>	SCHCADS Level 5
<b>Hours of work</b>	Flexible: 3 -5 days per week as negotiated
<b>Location</b>	COTA Queensland is located at 25 Mary Street, Brisbane.
<b>Key Relationships</b>	Internal Staff, Volunteers, External Stakeholders

#### ABOUT COTA QUEENSLAND

Council on the Ageing (COTA) Queensland is a state-wide not-for-profit organisation that advances the rights, interests and futures of people as we age. Working in partnership with older Queenslanders, organisations and networks across Queensland, the organisation seeks to inform and influence decision makers to co-create positive social change. COTA Queensland is committed to the fostering of Age-friendly communities and our work is guided by the World Health Organisation's (WHO) *Decade of Healthy Ageing*.

COTA Queensland is a values-led organisation and is committed to the principles of diversity, anti-discrimination and equal opportunity.

#### ABOUT THE PROJECT

COTA Queensland receives funding under the Commonwealth Home Support Program (CHSP) Sector Support and Development for a range of activities that support community members in relation to access to aged care and support. The focus for this stage of the Rural and Regional Community Engagement project is the co-design and implementation of an engagement plan in collaboration with key regional and rural stakeholders and partner organisations. The outcomes from the project will inform COTA Queensland's policy and advocacy work, and will enable the voices of a diversity of people around Queensland to inform policy and service planning decisions that impact their lives.

The key project outcomes are:

1. Knowledge and understanding of the strengths, risks, challenges and opportunities for people receiving CHSP supports in rural and regional Queensland is increased.
2. Networks and partnerships in rural and regional Queensland are strengthened and expanded.
3. Policy and service planning decision makers have increased information for informing decisions in relation to CHSP and other programs.

## **ABOUT THE POSITION**

The Rural and Regional Consumer Engagement Project Officer position is currently short term until 30 June 2020, with the possibility of an extension. COTA Queensland provides flexible working hours for people who are seeking to work 3-5 days per week.

### **SKILLS AND KNOWLEDGE:**

- Experience in community engagement particularly with older people
- Good understanding of Commonwealth Aged Care programs particularly the Commonwealth Home Support Program
- Good understanding of rural and regional Queensland
- Experience with a range of engagement methodologies
- Good interpersonal and communication skills

### **KEY RESPONSIBILITIES:**

- Work with COTA Queensland's Aged and Community Care Team to develop and implement the Rural and Regional Community Engagement Plan.
- Codesign and co-facilitate the engagement activities as developed through the plan.
- Participate in project progress meetings, including the production of relevant supporting material.
- Prepare written reports and contribute to relevant documents and submissions.
- Develop and maintain knowledge of developments in policy and practice in aged and community care, and understand the implications for consumers, community and service providers.

The above list is not exhaustive, and the role may vary to meet the objectives of the organisation and opportunities as they arise.

### **KEY SELECTION CRITERIA**

- Demonstrated experience and knowledge in community engagement methods and practice.
- Demonstrated experience and knowledge in the aged care, health, disability or related human services sector.
- Demonstrated organisational skills and initiative including the ability to prioritise competing responsibilities, tasks and opportunities.
- Effective interpersonal, communication and stakeholder engagement skills.
- Ability to analyse and write clear, accurate and cogent reports, articles and briefings.
- A current Queensland driver's licence.
- A tertiary qualification in a relevant discipline.

### **More about the Position**

This position is paid in accordance with the SCHCADS award level 5 (approximately \$78,921 per annum pro rata, plus superannuation) and casual loading if applicable.

COTA Queensland is a public benevolent institution which enables successful candidates to salary package for tax benefits.

## HOW TO APPLY

Applications should include:

1. A cover letter of no more than 2 pages addressing the Key Selection Criteria listed above, within the context of the Key Responsibilities.
2. A CV of no more than 3 pages.

Please email applications to [applications@cotaqld.org.au](mailto:applications@cotaqld.org.au) by **9am on 10 February 2020**.

We expect to conduct interviews early the following week.

For further information on the position, please contact Bronwyn Bidstrup on [Bronwyn.bidstrup@cotaqld.org.au](mailto:Bronwyn.bidstrup@cotaqld.org.au) or 07 3316 2999.