

## ABOUT US

Mens Outreach Service Aboriginal Corporation (MOSAC) was established in 2001 and provides programs in youth life promotion/suicide prevention, men's health & wellbeing, a drop in service and a mobile bike repair program working with children & young people in Broome and remote communities in the West Kimberley. The Change em ways program is a culturally secure and trauma informed Indigenous men's behavioral change family violence program. For further information, please visit [www.mensoutreach.org.au](http://www.mensoutreach.org.au).

## THE POSITION

This role is a 22 month fixed term part time (0.9 FTE) opportunity (9 days per fortnight). Two part time roles in a job share arrangement will be considered for this role, which has the possibility of extension. This role is part of a new team, and is suitable for a skilled project officer, to work with a small, committed team, supporting the development, delivery and evaluation of a place-based men's behavioural change program *Change Em Ways* to remote communities and towns in the Kimberley. This role will also provide project and administration support to the MOSAC Corporate team.

## THE PERSON WE SEEK

- Qualification and/or extensive experience in Project Management, Administration or similar.
- Demonstrated experience in project development and implementation, with the ability to plan, organise, prioritise, complete tasks and meet deadlines, and effectively problem solve.
- Knowledge and experience of supporting a project and service delivery to a diverse range of participants within a human services setting, will be well regarded.
- Excellent verbal and written communication skills, including the ability to write reports and collate and interpret data.

***Aboriginal people are strongly encouraged to apply.***

## WHAT WE OFFER

A salary package of approx. \$100,000 per annum, pro rata (\$50.61 per hour) dependent on experience, which includes a District Allowance. Additionally, 5 weeks Annual Leave with loading per annum, Superannuation and other additional benefits such as pro rata Airfare Allowance of \$800 per annum and generous Salary Packaging benefits are offered. All applicable benefits and entitlements are paid on a pro rata basis.

## INTERESTED?

Please contact Sarah Macnee, Chief Operating Officer at [sarah@mensoutreach.org.au](mailto:sarah@mensoutreach.org.au) or 0437 840 128 for further information. A CV and a 2 page cover letter addressing the Required Skills and Attributes (Selection Criteria) is required for this role. Applications close **9.00am Tuesday 27<sup>th</sup> April 2021** and are to be submitted by email to Sarah ([Sarah@mensoutreach.org.au](mailto:Sarah@mensoutreach.org.au)) with the reference MOS0223.

## APPLICATION PROCESS

If you decide to apply for this position, please include the following:

1. A 2 page **covering letter** including a **response to selection criteria** statement addressing the Required Skills and Attributes (Selection Criteria), introducing yourself and explaining why you are suited to this position.
2. A **current resume** with the names and contact details of 3 work referees (preferably supervisors or managers).
3. If you are shortlisted- names and contact details of at least two **cultural referees**, being Indigenous people who can vouch for your competence and understanding in working with Indigenous staff, clients, and community members.

## THE SELECTION PROCESS

- ☐ Applications are accepted until the closing date as nominated in the ad and are shortlisted for their ability to meet the requirements of the role based on the information provided by the applicant in their Address to the Selection Criteria.
- ☐ All applications are treated confidentially and applicants who are selected for interview will be contacted for an interview.
- ☐ The interview panel will have a structured set of questions to ask each applicant which are relevant to the position.
- ☐ After the interview process, reference checks will be undertaken following interviews and only with the nominated referees for the preferred applicant(s).
- ☐ The position is offered to the successful applicant as soon as possible after interview.
- ☐ All unsuccessful applicants will be notified in writing once the preferred applicant has accepted the offer of employment.

## POSITION DESCRIPTION AND DETAILS

Please see below for the Position Description. For further information about the role, please contact Sarah Macnee at Sarah@mensoutreach.org.au or 0437 840 128.

## SUMMARY OF CONDITIONS OF EMPLOYMENT AND ENTITLEMENTS

### CONDITIONS:

Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 with an above award salary.

### SALARY PACKAGE:

The total cash salary package for this role is approximately \$100,000 per annum, pro rata (dependent on experience) as per the duration of the contract (approx. 22 months). This Package includes a base salary which includes District Allowance, plus 9.5% Superannuation, 5 weeks Annual Leave with Leave Loading and Air Fare Allowance (all pro rata'd as per the duration of the contract)

### BENEFITS:

#### **a) Annual Leave Loading**

17.5% loading on Annual Leave is paid to an employee paid when taking Annual Leave.

#### **b) Air Fare Allowance**

Annual "airfare" allowance of \$800 after 12 months service. (paid on pro rata basis) May be paid as a reimbursement of expenses on the production of a valid tax invoice or included with wages payment.

#### **c) Salary Package Options:**

Employees are currently able to salary package up to \$15,900 per annum resulting in tax benefit. Rent, Mortgage payments or loan and other payments may be packaged. *(Additional salary sacrifice benefits may be available depending on individual circumstances)*

### HOURS OF WORK:

This position is required to work approximately 4.5 days per week, with days as agreed with management.

### LEAVE

5 weeks Annual Leave and 10 days Personal / Carer's Leave per year, pro rata.

### SUPERANNUATION:

9.5% of your gross salary is paid in addition to this base salary paid to a superannuation fund of your choice.

### PERFORMANCE REVIEWS:

Reviews are undertaken annually by the Chief Operating Officer.

## POSITION DESCRIPTION

Role Title	Project Officer, Change Em Ways - Community & MOSAC Corporate 0.9 FTE, Broome based, CEW and Hamersley St Offices
Reports To:	Team Leader, Change Em Ways - Community Program & CEO
Position Summary:	<ul style="list-style-type: none"> <li>Support the development, roll out, delivery and evaluation of the Change Em Ways - Community Program across identified locations in the Kimberley and support a diverse range of projects and corporate administration functions for MOSAC management.</li> <li>Provide effective and efficient project development and administration support to enable the implementation of a culturally appropriate family domestic violence program and activities across MOSAC programs for clients, family members and community groups.</li> <li>To co-ordinate various project activities and support senior staff with administrative functions and promote the CEW Community and other MOSAC programs and liaise with the various stakeholders to strengthen partnerships and build relationships.</li> </ul>
Duties and Responsibilities	<p><b>Cultural Responsibilities</b></p> <ul style="list-style-type: none"> <li>Support through projects and administration the development, roll out, delivery and evaluation of a culturally appropriate program for clients, family members and community groups across identified locations in the community</li> <li>Ensure working practices are culturally sound and relevant to the Kimberley Indigenous context</li> </ul> <p><b>Teamwork and relationships</b></p> <ul style="list-style-type: none"> <li>Liaise with other members of the Change Em Ways Community &amp; Broome MOSAC staff, and the MOSAC Cultural Reference Group to support cultural protocols being followed, and support team practice that is culturally secure, in the Kimberley Indigenous context</li> <li>Work effectively in the role to support the development of co-operative and positive relationships internally within the MOSAC team and externally, with stakeholders and communities</li> <li>Liaise with a diverse range of internal and external stakeholders such as contractors, suppliers and agency counterparts in relation to planning, service delivery and program support functions</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>Implement and maintain efficient project support to assist the Change Em Ways Community team and organisation to meet agreed program objectives, standards and timelines, and expectations of clients and stakeholders</li> <li>Support the development of policies &amp; procedures and resources for the CEW Community Program organisation and ensure resources as identified by the Change</li> </ul>

	<p>Em Ways Community Team Leader and senior management, are fit for purpose and available for use</p> <ul style="list-style-type: none"> <li>• Work collaboratively with the Change Em Ways Community team and MOSAC management to ensure that project milestones are achieved within set timeframes</li> <li>• Collate data to enable internal and contract reporting and evaluation of MOSAC programs</li> <li>• Support program facilitators to maintain accurate, confidential client records, case notes and filing systems, and assist with ensuring best practice and continuous improvement</li> <li>• Support the Change Em Ways Community and MOSAC management in their daily tasks by preparing for meetings and taking minutes, drafting Power point presentations and formatting documents, and co-ordinating project activities as requested by MOSAC management</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Maintain effective and respectful verbal and written communication with the program participants and MOSAC team members at all times</li> <li>• Use highly developed communication skills to ensure a professional, culturally safe and efficient approach to problem solving</li> <li>• Contribute positively to workplace harmony and display co-operative team behaviour, by modelling the organisation's values and associated behaviour</li> <li>• Promote the Change Em Ways Community program and organisation internally and externally to the wider community, including through the use of social media</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Abide by the MOSAC Code of Conduct</li> <li>• Other duties as directed by the CEW Community Team Leader, COO or CEO.</li> </ul>
<p><b>Required Skills and Attributes</b> <b>(Selection Criteria):</b></p>	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of Aboriginal society and culture and the ability to apply cultural knowledge and sensitivities in an operational setting</li> <li>• Demonstrated experience and ability to work collaboratively in a multi-disciplinary team, working successfully with Aboriginal staff</li> <li>• Demonstrated experience of project development and implementation, with the ability to plan, organise, prioritise, complete tasks and meet deadlines, and effectively problem solve</li> <li>• Knowledge and experience of supporting a project and service delivery to a diverse range of participants within a human services setting</li> <li>• Excellent verbal and written communication skills, including the ability to write reports and collate and interpret data</li> <li>• Ability to use MS Word, Excel, Outlook and PowerPoint</li> </ul>

	<b>Qualifications and/or training:</b> <ul style="list-style-type: none"> <li>• Qualification and/or extensive experience in Project Management, Administration or similar</li> <li>• Current Western Australian “C” class driver’s license (Manual).</li> <li>• Ability to undertake all training required for MOSAC staff.</li> </ul>
<b>Desirable Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively in the Kimberley cultural context</li> <li>• Knowledge of Kimberley agencies and appropriate support services for the client group.</li> <li>• First Aid Certificate, or ability to attain one.</li> </ul>
<b>Acknowledgement and Agreement:</b>	Employee Signature:
	Date:
	CEO Signature:
	CEO Name: _____
	Date:

## MOSAC CODE OF CONDUCT (EXTRACT)

### REQUIREMENTS:

1. Staff and management agree to:
2. Abide by, support and promote the Vision and Mission of MOS and your team
3. Perform our work with care, efficiency, as per our role requirements, lawful instructions and MOS policy and procedures,
4. Provide a prompt, efficient and courteous service to our clients, treating them fairly, professionally, courteously and with due considerations for their concerns, needs and interests.
5. Act with integrity, honesty and loyalty to the organisation, including not publicly criticising MOS. Treat all staff, clients, project partners and Board Members with respect and report any unlawful behaviour or that which is outside policy standards.
6. Protect and promote the physical and emotional safety and well-being of our clients, visitors, other staff and ourselves.
7. Maintain a neat personal presentation and dress standards reflecting our professional standards at work

8. Responsibly use, maintain and protect our equipment and assets and those of clients.
9. Promote and demonstrate healthy and safe lifestyles and behaviours for ourselves, clients, colleagues and visitors
10. Contribute to a culture of loyalty, respect and commitment in the workplace by supporting decisions of management and the Board.
11. Encourage and maintain teamwork and harmony in the workplace.
12. Respectfully express grievances and work to positively resolve them via established procedures.