

Role Description

Role:	Project Officer
Operational Area:	Dementia Centre (DC)
Reporting to:	Service Manager -Projects
Based at:	St Leonards, NSW
Direct Reports:	N/A

HammondCare is an independent Christian charity that exists to improve quality of life for people in need.

We specialise in aged and dementia care, palliative care, rehabilitation, mental health services for older people, and other related health and aged care services. HammondCare seeks to embed evidence based best practice in its services and we provide these services through home care, sub-acute hospitals and residential aged care.

Bringing these health, hospital and aged care services together, HammondCare has been able to develop innovative, flexible care models designed to serve people with complex health or aged care needs, regardless of their circumstances.

HammondCare works to provide its staff with support, career development opportunities, education, responsibility and recognition, work/life balance, and satisfying roles.

The role of the Project Officer works within the Mission and Mission in Action of HammondCare to contribute to a wide range of projects, and support for service delivery, evidence based practice, innovation and business improvement activities across HammondCare.

The essence of this role includes:

- project delivery such as the preparation and implementation of project plans – scope, deliverables, timeframes;
- collating and compiling of project data and evidence;
- writing of applications for funding;
- preparation of reports, presentations and publications for internal and external audiences, including governmental reports; and
- other duties as required.

Our Mission and Motivation

Our passion is improving quality of life for people in need.

Our Mission in Action

We serve people with complex health or aged care needs, regardless of their circumstances.

Key Responsibilities

Responsibilities	Capability	Outcomes
1.0 Verbal and written communication skills	Mission in Action Working Effectively with Others Delivering Results Demonstrates Excellence in Work	<ul style="list-style-type: none"> Preparation and communication of written documents and presentations to Senior Management. Communicate in a concise, clear and accessible form, as appropriate to the intended audience. Demonstrate excellent verbal communication skills and information gathering skills for the preparation and communication of written documents and presentations.
2.0 Synthesis and analysis of evidence and information	Mission in Action Working Effectively with Others Delivering Results Demonstrates Excellence in Work Adapting Approaches	<ul style="list-style-type: none"> Access, synthesise and analyse new and existing information and data as relevant to projects within the mission, vision and values and operational scope of HammondCare
3.0 Research skills	Mission in Action Delivering Results Demonstrates Excellence in Work Adapting Approaches	<ul style="list-style-type: none"> Understand the appropriate methods in relation to researching and developing projects and the critical analysis of published material.
4.0 Project Management skills	Mission in Action Delivering Results Demonstrates Excellence in Work Adapting Approaches	<ul style="list-style-type: none"> Demonstrate ability to plan, implement and lead a range of project activities to quality standards and within agreed scope, in line with HammondCare's project management methodology
5.0 Computing skills	Mission in Action Delivering Results	<ul style="list-style-type: none"> Have strong computer skills with knowledge of the application of Microsoft Office products such as Word, Excel and PowerPoint.
6.0 An Attitude of service	Mission in Action Providing Leadership Working Effectively with Others Delivering Results Adapting Approaches	<ul style="list-style-type: none"> Demonstrate a true servant approach and be willing to "get his/her hands dirty". It is expected that they will be willing to experience what our services actually are and what they do. It is also expected that he/she will be willing to assist where most needed as part of a team

Please note that responsibilities may vary at the discretion of the Manager to meet changing organisational needs. The employee will be notified of changes in their responsibilities however, they will not be required to sign an updated role description unless their role is significantly revised.

Work Health and Safety

- Work in a manner that ensures personal safety and that of others.
- Participate in risk and incident management systems including the reporting of hazards and incidents/ injuries.
- Follow and uphold HammondCare's WHS policies and procedures.
- Make known to management any instances where they encounter difficulties in the practical implementation of WHS procedures.

Qualifications | Work Experience | Skills and Competencies

- Commitment to engage and align with HammondCare's Christian Mission, Motivation and Mission in Action.
- A tertiary degree in a related field.
- Experience in the aged care or health sector is desirable.
- Ability to manage multiple priorities simultaneously.
- Strong written and oral communication skills.
- Strong administrative and computer skills.
- Ability to work independently and as part of a team.
- Empathy and patience.

Capabilities for the Role – Work Stream A

Capability	Description	Behavioural Indicators Work Stream A
Mission in Action – Live the Mission	Align with HammondCare culture and values, and shape the culture by demonstrating the Mission in action – Serving Others and Working Together.	Demonstrates a strong understanding of the HC Mission, Motivation and Mission in Action and ensures that judgements, decisions and actions are aligned.
Providing Leadership	Lead self and others by seeking feedback and taking responsibility for personal and professional development. Empower others to develop the 6 capabilities to meet HammondCare's future directions.	Serves as a role model that other people want to follow. Commits to continuous development. Motivates oneself. Facilitates the improved performance of others by providing advice and guidance.
Working Effectively with Others	Serve people with passion, working together to focus on the needs of those we serve. Being deliberate about communication to engage others and achieve outcomes. Proactively partner and collaborate across teams and portfolios. Demonstrate self-awareness and motivation, and help others develop greater self-awareness.	Ensures the primary focus is on the needs of the people we serve. Seeks to see things from their point of view. Relates well, acts professionally and actively participates as a member of a team (includes everyone you work with and serve) and contributes to improving quality of life for those you serve. Has self-awareness; is open to feedback and seeks to understand how your actions and behaviours impact on others.
Delivering Results	Perform the requirements of the role well and ensure role expectations and objectives are met. Solve problems effectively, ensuring that issues are fully understood. Manage performance and evaluate outcomes.	Achieves day-to-day responsibilities and meets expectations. Recognises the activities needed to get things done. Completes role responsibilities without close supervision. Uses skills and knowledge to make effective decisions ensuring that issues are fully understood; options explored and others are consulted.
Demonstrates Excellence in Work	Follow HammondCare's mission and apply evidence based practice to the way you work.	Uses knowledge and skills to perform your role at the standard HC expects and follows through on tasks to completion. Implements HC policies and procedures relevant to your role. Actively seeks improved work methods. Safeguards and maintains the organisations financial, physical and intellectual assets within scope of role.
Adapting Approaches	Adapt to changing circumstances and perform role effectively in an environment of ambiguity and complexity. Embrace innovation by recognising situations or conditions where change is needed and influence others to improve.	Re-prioritises work to meet changing needs. Proactively asks questions to clarify issues where there is uncertainty. Is flexible and open to change. Identify opportunities to improve the way you work.

Acknowledgement and Agreement

Role: Project Officer

Incumbent Name: _____

Agreed:

Incumbent _____ *Signature* Date _____

Approved:

Manager _____ *Signature* Date _____