

POSITION DESCRIPTION – ENGAGEMENT PROJECTS OFFICER

POSITION:	Engagement Projects Officer
SALARY:	SCHADS Award Level 6 (\$92,704 - \$96,795 FTE)
LOCATION:	Melbourne
EMPLOYMENT:	Commencement date to June 2022 (with possible extension subject to funding)
FTE:	Part-time 0.8 FTE
RESPONSIBLE TO:	Chief Executive through the National Policy and Engagement Manager

THE ROLE

This role develops and delivers high quality consultation and engagement activities with and for older Australians through externally funded projects. The role collaborates internally, engages and works together with our constituency and external stakeholders to contribute to the delivery of COTA Australia's Strategic Plan 2021-2025¹ and our funded projects.

Examples of current projects and types of activities the Engagement Projects Officer will support include:

- **Impact of the Pandemic on mental health of older Australians**
This project seeks to develop lived experience evidence to monitor and inform the National Mental Health Commission's *National Mental Health and Wellbeing Pandemic Response Plan*.
- **Fase 3**
This project looks to develop a free online platform prototype with tools to support consumers, families, and carers to navigate the aged care system.
- **Digital Health**
In our partnership with the Digital Health Agency we provide and coordinate consumer input into the Agency's program to increase the uptake of My Health Record and other initiatives.

DUTIES AND RESPONSIBILITIES

1. Engagement Activities

- Design engagements with the input of COTA Australia staff to capture consumer insights and deliver on project objectives.
- Implement and evaluate effectiveness of engagement activities in conjunction with COTA Australia staff.
- Develop reports to present consumer insights and findings from engagement activities.
- Analyse data including through use of Tableau, Excel or other such software.

¹ Available at [Strategic Plan 2021-25 - COTA Australia](#)

- Identify process improvements to support efficient delivery of the projects.

2. Project Coordination

- Implement project management methodologies to identify tasks against deliverables as per agreed project plan.
- Monitor and report on project activities against agreed project plan.
- Prepare project updates/reports as required.
- Assist with the design and development of project products and tools relating to current projects.
- Maintain and develop orderly and accurate digital copy of meeting and consultation records.

3. Other Duties

- Participate in and contribute to the general operation of the office.
- Prepare materials for internal and external publications as required.
- Other duties as directed.

ADDITIONAL REQUIREMENTS

This role may require some interstate travel and some work outside of normal hours.
Experience and/or knowledge of the mental health sector is highly regarded.

KEY SELECTION CRITERIA

1. Experience in designing and delivering digital and face-to-face engagement activities
2. Prior experience in the delivery of projects in the community sector
3. An understanding of project management principles/methods including planning, monitoring and evaluation
4. Knowledge of and experience working with older Australians and/or the mental health sector
5. High level written and verbal communication skills
6. Demonstrated experience in data analysis and report writing
7. Demonstrated capacity to learn and acquire new digital skills and get the best out of existing software (including all Microsoft Office applications, with desktop publishing and WordPress skills well-regarded)
8. A positive solution focused attitude, with attention to detail and ability to meet tight and multiple deadlines
9. Ability to work independently and within a small team on own initiative, demonstrating resourcefulness and managing competing priorities