

Project Lead – Planet Youth Australia

Work Unit	New Strategic Programs, Evidence & Innovation
Classification Level	Level 4
Employment type	Ongoing
Work location	Adelaide, South Australia
Reporting line	Manager, NSP
Supervisory Responsibilities	Nil
Date document created or updated	5/5/2022

Position purpose

The role of the Project Lead, Planet Youth is to lead and manage all aspects of the Planet Youth pilot in Australia including the management of NSW and SA LDATs participating in the pilot.

This includes managing relationships with LDATs participating in the pilot, supporting them in development and delivery of Community Action Plans, liaising with Planet Youth Iceland and country representatives from Planet Youth pilot sites in other countries and developing shared resources and content for pilot site LDATs that promotes the completion of relevant PY activities informed by the data for local communities. The role is also responsible for ensuring high quality delivery of the pilot program, including meeting milestones and managing budgets.

The Alcohol and Drug Foundation is working with the Planet Youth team to trial the approach through the existing Local Drug Action Team Program, which is funded under the Australian Government's National Ice Action Strategy and managed by the Alcohol and Drug Foundation.

Organisational context

Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation, is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Australian culture that supports people to live healthy, safe and satisfying lives, unaffected by drug and alcohol problems.

Our work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. The Alcohol Drug Foundation is proudly independent and not-for-profit.

For further information, please go to our website: <http://www.adf.org.au/>

Key Relationships

Internal Relationships:

- Manager, NSP
- Head of Evidence and Innovation (Sponsor)
- Program Delivery teams (NSW & South Australia)
- LDAT Program Lead
- Manager, Research & Evaluation
- Project Stakeholders
- Marketing and Communications Team
- Evidence team

External Relationships:

- Planet Youth pilot sites (6 LDATs in NSW/SA)
- Planet Youth Iceland
- Country representatives from other international pilot sites
- Funders
- Community Stakeholders

Responsibilities

Program Delivery

- Support LDATs in pilot sites to
 - Successfully develop and implement their Community Action Plans (CAPs), based on data collected through the school surveys.
 - Build strong partnerships in the community that will support delivery of the CAPs.
 - Successfully engage schools in the data collection process for the school survey.
 - Communicate the results of school survey results to relevant stakeholders.
 - Promote the Planet Youth program and their activities within the local community.
 - Engage relevant stakeholders in their local activities
 - Participate, as required in other data collection and evaluation activities.
 - Ensure alignment and adherence to LDAT program requirements
- Work with LDATs in pilot sites and relevant internal and external stakeholders to
 - Identify the need for new program resources that can be easily used by LDATs in pilot sites to amplify their impact
 - Develop and implement plans for design and development of new program resources that are co-designed with end users and could be applied more broadly in the LDAT program.
- Ensure LDAT members and other relevant local stakeholders are familiar with the Planet Youth model, particularly if there is a change of lead in the pilot sites.
- Utilise a range of available technological formats to deliver program services efficiently and to expected quality standards across communities.
- Plan, implement, maintain, monitor and evaluate programs and initiatives.
- Support identified communities to build resilience to reduce alcohol and other drug related harm, developing community capacity building activities, within a framework of sustainability.
- Support the delivery of regional forums, promote and represent the ADF and its programs and initiatives.
- Promote and support the ADF's programs, exploring opportunities relating to collaboration, partnership building, capacity building, and the engagement of community sporting clubs and specific communities.
- Contribute to the delivery of the ADF Reconciliation Action Plan.

Project Management and Execution

- Develop and manage the annual business plan and program stakeholder register, project workplans, risks register ensuring key deliverables are met.
- Develop and manage the annual budget, reporting monthly and updating forecasts as required.
- Ensure the Project Status report is accurate and up to date
- Support and communicate decisions to the Manager, New Strategic Programs and relevant Managers to ensure actions are completed on schedule, managing dependencies and risks
- Be responsible for knowledge and information management, including document control and the storage of documents (in alignment with ADF policy and procedures).
- Track program timing, deliverables and budget and clearly communicate progress and issues with the Sponsor and any relevant Funder Relationship Managers; and
- Recovery plans for all deliverables are developed, monitored and analysed.

Project Execution

- Manage collaborative cross discipline projects, including:
 - Representation of agreed position, report feedback and implement agreed plans
- Ensuring collaboration with functional experts when required
- Presentation of options and recommended actions to core team members with pro/con assessment
- Management of both internal & external partners.
- Ensure communications and understanding of projects and programs are clear, robust, timely, and manage reviews/meetings around issue exploration and resolution.
- Identify functional issues impacting the ADF and manage solutions before deliverables are affected.
 - Develop and manage action plans to resolve roadblocks, mitigate risks or elevate concerns where required.
 - Ensure closure of projects and programs have been carried out seamlessly and transitioned to the correct business unit.
 - Complete and archive all documentation, including sponsor sign-off.
- Training and 'lessons learned' packages are understood and relevant to the business unit.
- Manage the budget in line with the relevant projects and programs.

Stakeholder Management

- Develop and manage strong, professional working relationships with key internal and external stakeholders in order to foster a coordinated, collaborative and effective action on drug and alcohol related harm.
- Ensure that the diverse interests and views of stakeholders are given appropriate consideration alongside program goals.
- Provide supervision to allocated staff and contractors for effective community engagement and achievement of program outcomes.
- Liaise regularly with the Planet Youth Iceland Team, attending meetings with them as required
- Liaise with representatives from other countries piloting Planet Youth to identify opportunities to strengthen delivery in Australia.
- Understand the community needs and facilitating a discussion around the Planet Youth model and promote the delivery of relevant actions and activities aligned to the model
- Diagnose, influence, and engage with the community to ensure adequate project progress in partnership with the Sponsor and Planet Youth Iceland

Program Monitoring & Evaluation

- Use the ADF systems to plan, monitor, forecast and measure program activities and outcomes to deliver programs efficiently and to expected quality standards.
- Work with the ADF Research and Evaluation team, and with Wellbeing SA as required, to plan, implement, maintain, monitor, and evaluate programs and initiatives.

- Support LDATs in pilot sites in the collection of data and other evaluation processes
- Ensure interactions with all stakeholders are recorded in an accurate and timely manner in the ADF Salesforce system
- Provide feedback to the Regional Community Development Manager and more broadly on the development of projects, policy and procedures that support the implementation and continuous improvement of ADF programs.

Capability Profile

Formal Education

- Undergraduate qualification in public health, health, or related field
- Relevant qualifications in project management, health promotion, community development.
- Post-graduate study would also be highly valued.

Skills and Knowledge (Essential)

- Demonstrated success in delivering health promotion programs with a strong community focus
- Demonstrated experience in health promotion/primary prevention, community development, project, and program development.
- Demonstrated experience in project management, managing project business and operating plans, stakeholder engagement, project workplans, risks and issues.
- Sound understanding of research, evidence, and evaluation
- Strong communication skills, including highly developed written skills with demonstrated experience in preparing reports and evidence summaries for senior stakeholders.
- Experience delivering remote programs using a range of strategies to promote productivity and quality outcomes in alignment with the strategic direction of the organisation.
- Strong communication skills, including highly developed written and group presentation skills.
- Ability to resolve conflict, solve problems and conduct complex negotiations.
- Stakeholder management skills with a proven ability to influence, lead change and inspire others.
- Excellent organisational skills with the capacity to work autonomously and as part of a team.
- Ability to undertake, manage and review projects and initiatives of a complex and sensitive nature.
- Capability and preparedness to embrace and lead adoption of new IT platforms and systems.

Key Competencies

Competency	Definition	Importance
Judgement & Decision Making	Makes rational, realistic and sound decisions. Considers all facts and alternatives available. Looks for causes, not just symptoms, and selects appropriate courses of action to solve problems.	Essential
Building & Maintaining Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	Essential
Customer Focus	Understands and works to meet the needs and expectations of internal and/or external customers. Concerned with providing prompt, efficient, and personalised service to clients. Willing to go out of his/her way to ensure that individual customer needs are met.	Essential
Management Control & Direction	Establishes clear priorities. Schedules activities to ensure optimum use of time and resources. Monitors performance against objectives. Provides team with a clear sense of direction. Takes	Essential

	charge, organises resources and steers others towards successful task accomplishment.	
Influence & Negotiation	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	Essential
Continuous Improvement & Innovation	Seeks opportunities to improve processes and productivity. Continually looking for ways to get better rather than being satisfied with the status quo. Comes up with new and imaginative ideas. Looks at things from different perspectives and recognises novel alternatives or solutions. Identifies fresh approaches and is willing to break away from tradition.	Desirable
Quality & Compliance Focus	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	Essential
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Desirable