

POSITION DESCRIPTION

POSITION DETAILS

Position Title: Senior Manager, Projects and Inclusion Services

Reports To: General Manager

Salary/Award Classification: Part Time/Full time
Level 7 - Social, Community, Home Care & Disability Services

INCLUSION NORTHERN TERRITORY

Award

The mission of Inclusion Northern Territory (Inclusion NT) is to work towards building a community in the Northern Territory that is inclusive of people with intellectual disability and provides opportunities for leadership. We do this by advocating with people with intellectual disability and creating opportunities for people to develop skills, speak up about their experiences and make decisions about their lives.

Inclusion NT is a branch of the South Australian Council on Intellectual Disability (SACID). Its mission and values align with those of SACID. Inclusion NT and SACID support and learn from each other.

ABOUT THE ROLE

SUMMARY OF THE ROLE'S AIM

Working closely with the General Manager and SACID Senior Management team, the role is primarily responsible for:

- Leadership and management of Project Officers and Senior Inclusion Advisor, leading and developing teams to make sure projects are delivered to a high quality; setting expectations, defining priorities, building trust and fostering environments where people feel valued and respected.
- Management and successful delivery of a variety of assigned projects aimed at building the capacity of people with intellectual disability and their families. Leading the project team, the Senior Manager will ensure project milestones are met on time, on budget and principles of inclusion and co-design are embedded throughout the projects.
- Management and coordination of Inclusion NT's fee for service work, building the capacity of Inclusion NT and the Northern Territory community to listen to people with intellectual disability and to provide accessible information in a range of formats to increase inclusion and leadership opportunities.



KEY RESULT AREAS

Project Management

- Recruitment, performance development and coaching of Project Officers and Senior Inclusion Advisor.
- Utilise a project management framework to coordinate project plans, seeking input from the wider project team.
- Coordinate the development of risk management plans for all projects and implement any mitigation strategies identified.
- Guide the successful delivery of assigned projects ensuring project milestones are being met on time and on budget.
- Work with the General Manager to develop and monitor project budgets, ensuring all projects are delivered within the allocated budget.
- Measure project performance using the agreed evaluation strategies.
- Provide monthly reports to the General Manager on the delivery of assigned projects.

Leadership

- In collaboration with the General Manager, contribute to the development and implementation of policies and procedures.
- Support the General Manager with the implementation of the strategic and project plans.
- Manage and support project teams through regular team meetings and individual supervision and performance reviews.
- Foster a supportive and positive environment for project teams that encourages innovative ideas and teamwork.

Inclusive Practices

- Oversee the delivery of projects and provide leadership to the project team, ensuring outcomes that are beneficial to people with intellectual disability and their supporters.
- Ensure people with intellectual disability and their supporters are involved in all aspects of projects and mentor the project team to ensure all practices align with a co-design model.
- Mentor Project Officers to supervise Inclusion Advisors with intellectual disability to ensure they are supported appropriately to be successful in their role.
- Work with the Project Officers to develop procedures for supporting Inclusion Advisors to ensure consistency across the project teams.

Inclusion Services

- Manage the day-to-day fee for service activities from winning the work through to delivery.
- Oversee the quality of all Inclusion Services work.
- Oversee the development of new content Inclusion NT can offer through our fee for service activities.
- Support the Inclusion NT team with delivery of the fee for service activities which at times will include facilitating trainings, consultations, Easy Read translations and other fee for service activities.
- Build and maintain relationships which promote the profile of Inclusion NT and awareness of the fee for service programs that it provides to the community, public, private and not for profit sectors.
- Identify opportunities to collaborate with likeminded individuals or groups that would benefit people with intellectual disability and their supporters or provide opportunities for their inclusion within their communities.
- Ensure that Inclusion NT's approach to promotion and marketing are aligned and reflect the organisation's values.
- In the long term identify opportunities for and other revenue raising activities.

Workplace Health & Safety

- Comply with Work Health and Safety legislation and requirements.
- Take responsibility for your safety in the workplace as well as the safety of others by ensuring adherence to all policies and practices.
- Identify and report potential risks.
- Participate in relevant training as required.
- Follow risk management plans for all projects and the organisations policies and procedures.

REPORTING/WORKING RELATIONSHIPS

This role reports to: General Manager

Direct reports: Project Officers, Senior Inclusion Advisor

This role may also provide support and guidance to the following other roles:

- Inclusion Advisors
- Students, trainees, interns, volunteers and other similar positions who may from time-to-time be involved with Inclusion NT.

This role is responsible for maintaining good networks with stakeholders including:

- People living with intellectual disability, and other people in their lives such as family, friends and other supporters, and including advocacy groups and peer networks
- SACID team and Board members
- Community leaders and NGOs relevant to the work, including peer-led organisations
- Government staff relevant to the work
- Peak bodies

SPECIAL CONDITIONS

The incumbent is required to:

- Be available for work-related travel from time to time
- Hold a Working With Children Clearance and National Police Check or be willing to obtain prior to commencing employment. Must maintain this clearance on-going
- Hold a driver's licence

The role demands a commitment to:

- Support the integrity of Inclusion NT by maintaining a high standard of personal and professional conduct that supports our values, including:
 - **INCLUSION:** Inclusion for all
 - **VOICE:** Empowering people with intellectual disability and their families to have their voices heard
 - **RIGHTS:** Equal Rights for people with intellectual disability
- Support and contribute to the achievement of Inclusion NT's goals as set out in relevant documents;
- Occasionally work outside of normal business hours where required;
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change.



ABOUT THE ROLE HOLDER

QUALIFICATIONS, SKILLS & EXPERIENCE

- Will hold the belief that all people are valued members of our community and will assist people with intellectual disability to participate fully as members of our community.
- Qualifications in Disability, Social Work, Community Development or similar area
- Extensive experience working with people with intellectual disability, their families and supporters, and representative bodies.
- Demonstrated experience in leading, developing and empowering teams to deliver high-quality outcomes.
- Demonstrated capacity to lead, design and implement projects from planning to completion.
- Knowledge of the disability sector and the current issues impacting people with intellectual disability, their families and supporters, the disability sector, and wider community. This will include a reasonable understanding of the NDIS and how it affects our constituency.
- Knowledge of legislation impacting people with intellectual disability
- High level interpersonal and communication skills and demonstrated ability to deal with sensitive and complex inquiries
- Skills or experience in training and group facilitation
- Ability to develop Easy Read documents
- Experience working independently with minimal supervision
- Ability to work effectively in a team
- Strong working knowledge of Microsoft Office Suite
- Must hold a Working With Children Check and National Police Check or be willing to obtain.

Acknowledged by Role Holder:

Signature:

Date:

Acknowledged by Role Sponsor:

Signature:

Date:
