



Project Support Officer

Position Description

August 2026

Position Title:	Project Support Officer
Responsible to:	Director, Policy and Programs
Employment Basis:	Full time contract position (1 year)
Salary:	\$85 000 per annum (pro rata), plus superannuation and salary packaging
Location:	Level 6, 116 Adelaide St, Brisbane, Qld 4000

ORGANISATION CONTEXT

QNADA represents a dynamic and broad-reaching specialist network within the non-government alcohol and other drug (NGO AOD) sector across Queensland.

QNADA members provide drug education and information, early intervention, outreach, detoxification, residential rehabilitation, psychosocial and medical treatment, relapse prevention, justice diversion, and social inclusion services.

CONDUCT

QNADA has performance and ethical expectations of its employees, contractors and visitors. The Project Support Officer is required to comply with the QNADA Code of Conduct.

PERFORMANCE PLANNING AND REVIEW

Performance goals, targets and indicators will be agreed with the Director, Policy and Programs on a regular basis and will be based upon the duties included in this job description.

KEY RESPONSIBILITY AREAS

The Project Support Officer will be required to:

- Provide administrative support to project activities, including coordination and documentation.
- Format surveys using SurveyMonkey and undertake analysis related to members and projects.
- Take notes and prepare minutes for reference groups and committees as required.
- Support the implementation and maintenance of the QNADA quality management system.
- Actively work to maintain a positive workplace culture.

CONDITIONS OF EMPLOYMENT

The terms and conditions of employment are set out in the individual contract of employment, the relevant award and agreement, and in QNADA policies and procedures.

KEY SELECTION CRITERIA

Essential:

1. Demonstrated high level written and verbal communication skills.
2. Demonstrated ability to work independently and collaboratively in a small team environment.
3. Demonstrated data management and analysis skills.