



# Position Description

<b>Position Title:</b>	Project Officer – Sector Capacity Team		
<b>Position Type &amp; Hours:</b>	SCHCADS Award Level 5.1 0.6 FTE (22.8 hours per week). 12 Month Contract		
<b>Position Reports to:</b>	Team Leader Sector Capacity		
<b>Direct Reports:</b>	Nil		
<b>Organisational Context</b>			
<p>Q Shelter has been Queensland’s peak body for the housing and homelessness sector (“<b>the Sector</b>”) since 1993. Q Shelter is predominately funded by the Department of Communities, Housing and Digital Economy, with other income streams including government grants, membership fees and fees for the delivery of events and services to service providers in the Sector.</p> <p>Q Shelter currently plays an important role delivering projects to assist in the implementation of the Queensland Housing Strategy 2017-2027 and associated four-year Housing and Homelessness Action Plan.</p> <p>Key Q Shelter activities include the development and delivery of capacity building products and services, Sector engagement at senior and operational levels, policy work, consultancy services for Sector providers, the Deck (clearing house) website, and various workforce development events.</p> <p>Q Shelter is a member-based incorporated association, overseen by a Management Committee.</p>			
<b>Important qualities</b>			
<p>The successful candidate will support Q Shelter’s work on housing solutions and homelessness responses. You will be an agile and flexible team player, responsive to diverse work requests and varied priorities. You will be experienced in the delivery of projects and programs. You will be excited by an opportunity to build the capacity of the Sector through engagement, workforce / organisational development and by contributing to policy development. You will have a positive attitude, and proven interpersonal and writing skills. You will actively contribute to a positive organisational culture.</p>			
<b>Diversity and inclusion</b>			
<p>Q Shelter is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender identity, sexual orientation, disability or age.</p> <p><b>We strongly encourage Aboriginal and Torres Strait Islander people to apply for this role.</b> Q Shelter is currently developing an Innovate Reconciliation Action Plan to guide and strengthen our approach to inclusion of First Nations’ Peoples.</p>			
<b>Approved by:</b>	Executive Director	<b>Date:</b>	9 September 2021



## Role specification

### About the role

This role is focussed on project management and engagement for Sector capacity building projects. The role will manage multiple projects and exercise a high degree of autonomy. The role will work under the general direction of the Sector Capacity Team Leader, and will be required to exercise initiative and judgement and drive progress to achieve project milestones. Projects are defined under our annual funding work plan and include a mix of engagement activities, sector learning activities and project support. Q Shelter is currently working on a range of innovative projects aimed at engaging the housing and homelessness sector and people with lived experience of homelessness.

### Roles and responsibilities

#### Projects

- Participate in the identification of initiatives to build capacity and capability of the Sector workforce consistent with funded priorities (“Sector Capacity Projects”).
- Participate in planning an annual program of events, incorporating Sector Capacity Projects.
- Prepare Grant funding applications and manage reporting requirements for successful Grants.
- Develop for internal approval, Sector Capacity Project Plans.
- Manage and report on multiple Sector Capacity Projects.
- Provide support to engagement events and training activities including secretariat and facilitation support.

#### Research & Advice

- Research workforce learning and development opportunities and solutions for the Sector.
- Develop expertise relevant to Sector workforce and organisational development.
- Provide advice and assistance to Sector on workforce and organisational development.
- Design and conduct Sector surveys, including data collection and analysis.
- Contribute to research and preparation of Sector / Government policy proposals.
- Contribute to the development of solutions to Sector issues and challenges.

#### Communication & Engagement

- Identify and pursue business development opportunities for Q Shelter.
- Contribute to communications to build or expand regional Sector networks.
- Represent Q Shelter in stakeholder engagement activities.
- Participate in communications with other peak bodies and Sector participants.

#### General

- Participate in Q Shelter and Sector Capacity Team strategic planning and goal development.
- Complete organisational reporting requirements and participate in staff meetings.
- Participate in personal and professional development.
- Other team contributions, as requested by Team Leader Sector Capacity
- Contribute content and improvements to the Deck website.

### Key Stakeholder Relationships

- The Department of Communities, Housing and Digital Economy and other funding or regulatory bodies.
- Housing and homelessness organisations operating in Queensland.
- People with lived experience of homelessness and housing need.
- Q Shelter members, sector stakeholders and other associated peak bodies.
- Q Shelter teams and colleagues.



- Q Shelter Management Committee.

### Key job requirements

#### Qualifications

- Tertiary qualifications in human services, business or other relevant discipline highly desirable.
- Training qualifications will be well-regarded.

#### Experience

- Relevant experience in a human services environment preferably in the delivery of housing and/or homelessness services.
- Project Management experience.
- Experience in using online meeting applications
- Proficient in Microsoft 365 software applications.

#### Role requirements

- The successful candidate may be required to travel within Queensland, from time-to-time
- The successful candidate is required to undergo a criminal history check.

### Key criteria

#### Project Management

1. Demonstrated experience in successfully leading and delivering varied projects on time and on budget.
2. Proven ability to be self-directed in the implementation of key work priorities.

#### Sector experience and capability

3. Demonstrated experience and interest in the Sector's policy, program or service delivery context, with an understanding of human services operating environments.

#### Communication, engagement, research and writing

4. Demonstrated experience in developing meeting agendas, designing and implementing engagement workshops and supporting the development of learning experiences including seminars, webinars and workshops.
5. Experience in undertaking research and analysis.
6. Proven written and verbal communication skills and excellent interpersonal skills.

#### Collaboration and engagement

7. Capable of genuine team work and a proven track record working collaboratively with internal and external stakeholders.

#### Sector commitment

8. Capacity to gain understanding of the Sector and a commitment to Q Shelter's vision and purpose.

### How to apply for the position

Please supply a current CV with two relevant and recent referees. Please submit a two-page response to how you meet the selection criteria.

Please submit your response to [recruitment@qshelter.asn.au](mailto:recruitment@qshelter.asn.au) by Monday 27 September 2021.

If you would like more information about the role please contact Lee-Ann Dennis on 3831 5900 or at [lee-ann.dennis@qshelter.asn.au](mailto:lee-ann.dennis@qshelter.asn.au).