



POSITION DESCRIPTION

Position Title:	Project Officer
Level :	5 (ILC Enterprise Agreement) \$72,423 to \$84,313 Plus generous salary packaging for NFP's
FTE:	1.0
Special Allowances	TBC
Business Unit:	Assistive Technology Services
Reports to:	Manager Assistive Technology Services
Reviewed:	June 2014

Organisation's Goals and Vision

Our Aim	Making choices, finding solutions
Our Purpose	To optimise independence and quality of life
Our Mission	To provide independent information on assistive technology and support services to enable informed choices
Our Vision	A community in which participation and inclusion are supported and valued

Organisation's Overall Objective

The Independent Living Centre is Western Australia's only not-for-profit organisation specialising in information, advice and grants to access assistive technology and equipment enabling people to manage tasks at home, school and work and to pursue recreational activities. In addition the ILC operates as an access point for information and assessment on a wide range of community, support and respite services in the North Metro area and multicultural aged care services across the state.

Position Objectives

The Project Officer position will assist the Assistive Technology Services Manager to undertake the development and implementation of a service delivery project to provide access to new and emerging technologies prescription of people with a disability. Additionally they will support a second project that will see the development of an app and website to support the communication of assistive technology options for people with disability.

Organisation's Staff Competencies

Customer Service

Provides a comprehensive personalised service to customers including consumers, suppliers, stakeholders, service providers and health professionals.

Resource Management

Understands and makes best use of the available resources including personnel, systems, policies, procedures, assets, equipment and information & communication technology.

Team Contributor

Contributes to the overall performance of the team and organisation through communicating and interacting effectively with others.

Personal Awareness

Is self-aware in terms of strengths and weaknesses; understands how own behaviour and actions impact on others and the business.

Strategic Visioning (Leadership)

Thinks long term, building a vision for others to follow and inspiring them to do so.

Team Leadership (Leadership)

Builds effective teams to maximise team performance; drives the implementation and improvement of service delivery objectives.

People Management & Development (Leadership)

Creates an effective team environment, enabling people to perform at their best and continuously develop; provides feedback and coaching to enhance individual and organisation performance.

Key Accountabilities/Duties

1. Assist in the development of governance, referral and service delivery protocols for specialist assistive technology project
2. Assist with the communication and promotion of the project to potential recipients of the service
3. Liaise with ILC staff and other agencies where applicable schedule assessment and prescription of assistive technology.
4. Support the referees in coordination of funding applications where necessary
5. Support the liaison between the web and app developers and the steering party
6. Support project steering groups and other related working parties as required.

SELECTION CRITERIA: (To be addressed in application)	Essential (E)	Desirable (D)
<p><u>QUALIFICATIONS</u></p> <p>Relevant tertiary qualification and a minimum of 3 years relevant experience.</p> <p><u>KNOWLEDGE, SKILLS AND ABILITIES</u></p> <p>Significant experience, in managing and delivering projects. Effective liaison and communication with internal and external stakeholders</p> <p>Excellent report and documentation skills</p> <p>Demonstrated experience and proficiency data bases and office suite applications.</p> <p>Understanding of service model development, implementation and evaluation.</p> <p>Understanding of assistive technology and funding pathways in the disability sector</p> <p>Current “C” class driver’s license.</p> <p>Current National Police Check</p> <p>Knowledge of general legislative requirements (Occupational Safety & Health Act, Privacy Act etc.)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>D</p> <p></p> <p></p> <p>D</p>