



ACT ATOD Workforce Profile Project 2017

Terms of Reference

1. Background

In 2009 the ACT ATOD Specialist Executive Directors Group agreed that a regular mapping of pay and conditions of the ACT ATOD sector would be conducted. To date, four ACT ATOD sector workforce profiles have been undertaken—in 2007, 2009, 2011 and 2014—and have been revised over time to meet changing needs and priorities. In 2014, an Organisation survey was included to obtain complementary data from participating agencies to provide a fuller profile of the sector.

The profiles have been informed by ATOD workforce profiling exercises undertaken in other states and territories and workforce profiling surveys conducted in other sectors (e.g. the mental health workforce).

2. Aim and objectives

Aim

The *ACT ATOD Workforce Profile Project 2017* (the Project) will examine workforce capacity and inform planning and development for the specialist workforce in ACT Health funded and delivered ATOD services.

Objectives

The objectives of the Project are to:

- fulfil reporting requirements against the ACT ATOD Qualification Strategy on behalf of ACT Health funded and delivered ATOD services
- provide an overview of the characteristics of the specialist workforce
- examine the wellbeing of ATOD workers
- assess qualification and remuneration levels of workers
- examine recruitment, retention and professional development processes, issues and needs
- monitor the application of the ACT ATOD Qualification Strategy on remuneration and other conditions of employment
- monitor trends in the characteristics, capacity and development of the ACT ATOD sector workforce
- assess the sustainability of the workforce to meet future demands and challenges.

3. Process

To meet these objectives, the Project will:

- develop a Terms of Reference (this document);
- ensure the profile reflects the context of the current workforce by incorporating feedback from the previous profiles;
- engage with cross-sectoral and intra-sectoral jurisdiction and national stakeholders on the work they have undertaken on qualification and remuneration levels to identify opportunities for coherence and information sharing;
- identify revisions required to survey instruments in consultation with stakeholders;
- identify data capture processes to maximise response rates and data quality with stakeholders;
- develop Organisation and Worker survey instruments and seek feedback from key stakeholders;
- pilot the survey instruments with at least two services;
- distribute, and support services to complete, the surveys;
- follow-up with services to maximise response rates and data quality;
- analyse survey responses and prepare a report on the results;
- launch and distribute the report; and
- action relevant findings and recommendations from the report in partnership with the ACT ATOD Executive Group and ACT Health.

4. Products

The following outputs will be generated from the Project:

- Terms of reference
- Communication and engagement strategy
- Survey instruments (Organisation and Worker surveys)
- Monthly project updates to stakeholders (via the Executive Directors, Workers Group and e-bulletin)
- Summary and detailed reports highlighting key findings and trends
- Report launch (to be confirmed).

5. Stakeholders

There are primary and secondary stakeholders identified for this project. A Communication and Engagement Strategy will be developed to clarify the mechanisms and timeframes for engaging with stakeholders throughout the course of the Project.

The primary Project stakeholders include:

1. Alcohol and Drug Programs, Gugan Gulwan Youth Aboriginal Corporation
2. Alcohol and Drug Services, ACT Health
3. Alcohol and Other Drug Policy Unit, ACT Health
4. Alcohol and Other Drug Programs, Toora Women Inc.
5. Alcohol Tobacco and Other Drug Association ACT (ATODA)
6. Canberra Alliance for Harm Minimisation and Advocacy (CAHMA)
7. Canberra Recovery Services, Salvation Army
8. Directions
9. Karralika Programs Inc.
10. Sobering Up Shelter, CatholicCare
11. Substance Misuse Service, Winnunga Nimmityjah Aboriginal Health Service
12. Ted Noffs Foundation

The secondary Project stakeholders include:

1. State and Territory ATOD Peak Bodies
2. National Centre for Education and Training on Addiction (NCETA).

6. Implementation

The Alcohol Tobacco and Other Drug Association ACT (ATODA) will conduct the Project with the sector with funding assistance and commissioned expertise from ACT Health.

The Project will work closely with the ACT ATOD Specialist Executive Directors of each organisation (see Section 6 Stakeholders) to support them to lead the implementation of the survey in their service.

7. Monitoring and reporting

ATODA will report on Project progress to both the Executive Directors and Workers Group through monthly verbal reports, written monthly summary reports and regular emails.

A draft detailed report and summary report of the findings of the survey will be provided to the ACT Health, ATOD Executive Directors and Workers Groups for feedback.

8. Project workplan

The Project will be conducted between February and December 2017. The following table provides an outline of the key milestones and timeframes for completion.

Milestone	Timeframe
Provide regular updates to stakeholders	Ongoing
Develop Terms of reference	March
Develop Communication and engagement strategy	March
Identify and reach agreement on revisions to survey instruments	March
Develop draft survey instruments	March
Seek feedback on draft survey instruments from key stakeholders	April
Pilot survey instruments and revise as needed	April
Apply for ethics approval	May
Conduct Organisation survey	June - July
Conduct Worker survey	June - July
Data entry	August
Analysis	September
Draft detailed and summary reports	September
Seek feedback on draft report from stakeholders	October
Report finalised	November
Launch of report	December

9. Further Information

For further information about these terms of reference please contact:

Carrie Fowlie
Executive Officer
Alcohol Tobacco and Other Drug Association ACT (ATODA)
email: carrie@atoda.org.au
phone: (02) 6249 6358