



## Project and Operations Officer

- Evidence-informed, leading-edge peak association improving the health of the ACT community
- Project management focus with operations responsibilities
- Contract to end of June 2022, Kaleen location, free parking available
- Flexible working conditions

## Join the ATODA Team

The Alcohol Tobacco & Other Drug Association ACT (ATODA) is looking for a highly skilled **Project and Operations Officer** to join their Canberra team. The role will see the successful candidate work in close partnership with the CEO and ATODA team to undertake project management focused work in addition to a range of operational functions for the organisation.

ATODA is a small cohesive team looking to preserve and enhance a productive and supportive culture. This is an excellent opportunity for exposure and experience in working for a community organisation committed to social justice and health equity.

### The organisation

ATODA is the peak body representing and supporting the non-government and government alcohol, tobacco and other drug (ATOD) sector in the Australian Capital Territory (ACT). ATODA's vision is a healthy, well and safe ACT community with the lowest possible levels of alcohol, tobacco and other drug related harms. ATODA works for better interaction and integration between alcohol, tobacco and other drug researchers, services, policy workers, practitioners, consumers and their friends and families in the ACT and region. ATODA leads and influences positive outcomes in policy, practice and research, as the peak body for the alcohol, tobacco and other drug sector in the ACT. Further information about ATODA can be accessed at [www.atoda.org.au](http://www.atoda.org.au).

ATODA provides alcohol, tobacco and other drug related expertise in the areas of policy; sector workforce development and capacity building; research, data and evaluation; health services planning; coordination and partnerships; training and education; communication; information and resources.

ATODA's work is underpinned by a commitment to health equity, social and cultural determinants of health, the values of collaboration, participation, diversity, human rights, social justice and reconciliation between Aboriginal and Torres Strait Islander people and other Australians.

### Benefits and culture

- Work that matters and has a visible impact in the community
- Salary of \$65-70,000 (dependent on knowledge, skills and experience) with salary packaging and leave loading
- Full-time position preferred

- Additional end of year leave provision plus birthday leave
- Professional development opportunities
- Flexible work practices
- Collegiate and engaging team environment
- Great location and free parking
- Immediate start available but not critical for the right candidate

## The role

The Project and Operations Officer will provide support to the development and implementation of projects and fulfil key administrative duties to support organisational functions. Specific project related duties include project planning, communications, issue resolution and escalation, research and monitoring activities. The operational aspect of the role is also key and includes the provision of administrative, operational and technical support to the ATODA CEO and team. All members of the ATODA team provide leadership in their areas of responsibility and expertise, and this will be expected of you, too. A background in the ATOD field is desirable but not essential for the right candidate.

The successful candidate will manage a diverse range of ATODA projects and undertake key peak functions supportive of the ACT AOD sector. Senior staff will provide supervision and guidance to ensure there is an opportunity for professional development and exposure to the varied work of ATODA. Project specific areas of work include but are not limited to managing the ACT Nicotine Replacement Therapy Project; administering the ACT Alcohol, Tobacco and Other Drug Qualification Strategy; and providing technical and administrative leadership in the provision of ATODA allied sector and other training and events as required.

Operational areas of work and project management capabilities include:

- Assisting and coordinating communication functions of ATODA including monitoring local media; alcohol, tobacco, and other drug research scanning; and managing ATODA eBulletins and website content
- Managing the Update and Drugtalk mailing lists distributed to the Australian specialist ACT alcohol, tobacco and other drug sector
- Engaging with diverse stakeholders and acting as the first point of contact for a range of ATODA projects
- Work planning and managing timelines e.g., contractual deadlines and project scheduling
- Updating the ACT Alcohol, Tobacco and Other Drug Services Online Directory ([www.directory.atoda.org.au](http://www.directory.atoda.org.au)) and ATODA website ([www.atoda.org.au](http://www.atoda.org.au))
- Identifying any potential issues or risks that could affect the progression of projects and working to identify potential solutions
- Coordinating and managing Information Technology (IT) support services including playing a key liaison role in working closely with ATODA's IT service provider [note no special IT knowledge is required]
- Office management and administration support e.g., coordination internal team and operations meetings, developing agendas and minute taking, processing stationery and stock orders; building maintenance liaison etc

## **Selection Criteria**

This is a varied position that will require a genuine interest and commitment to health equity, social and cultural determinants of health, the values of collaboration, participation, diversity, human rights, social justice and reconciliation between Aboriginal and Torres Strait Islander people and other Australians. The role would suit an individual who can demonstrate:

1. Relevant tertiary qualifications (e.g. ATOD, public health, social science or project management)
2. Strong skills in stakeholder engagement and relationship management
3. Ability to work effectively as a team member and independently
4. Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines
5. Excellent written and verbal communication skills, with high attention to detail
6. Critical thinking skills, able to analyse, problem solve and exercise sound judgment
7. Proficient in (or willingness to learn) a range of software and programs including WordPress, MailChimp and the Microsoft Office suite

## **To apply**

Please send an email with a CV and statement addressing selection criteria to [info@atoda.org.au](mailto:info@atoda.org.au) by midnight **Wednesday 28 April 2021**. Please use the subject heading "Job application: Project and Operations Officer".

Statements addressing the selection criteria should not exceed 2000 words. Concise, compelling applications will be highly regarded.

Applications not conforming to the requirements outlined above may not be considered. Candidates are encouraged to speak with the Operations and Office Manager before applying.

## **For more information**

Please contact Jeanette Bruce, Operations and Office Manager of ATODA ph (02) 6249 6358.