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## Employment Opportunity with ATODA



This is a special edition of the ACT ATOD Sector eBulletin. The eBulletin is an activity of the Alcohol Tobacco and Other Drug Association ACT. To subscribe, submit an item or to provide feedback email [ebulletin@atoda.org.au](mailto:ebulletin@atoda.org.au)

### **Employment Opportunity: Research Officer / Project Officer**

The Alcohol Tobacco and Other Drug Association ACT (ATODA) currently has an employment opportunity for a Research Officer / Project Officer. The Position Description and Selection Criteria are as follows:

#### **1. About the Alcohol Tobacco and Other Drug Association ACT**

The Alcohol Tobacco and Other Drug Association ACT (ATODA) is the peak body representing the non-government and government alcohol, tobacco and other drug (ATOD) sector in the Australian Capital Territory (ACT). ATODA seeks to promote health through the prevention and reduction of the harms associated with ATOD.

ATODA works collaboratively to provide expertise and leadership in the areas of social policy, sector and workforce development, research, coordination, partnerships, communication, information and resources. ATODA is an evidence informed organisation that is committed to the principles of public health, human rights and social justice.

#### **2. About the Position**

Applications are sought from suitably experienced and qualified individuals who would like to join the Alcohol Tobacco and Other Drug

### **Employment Opportunity: Research Officer / Project Officer**

Information regarding an employment opportunity: Research Officer / Project Officer

Association ACT (ATODA) as a Research Officer / Project Officer. The individual will join a multi-disciplinary team to conduct the Workplace Tobacco Management Project in partnership with stakeholders. The project has received ethics approval from the ACT Health Human Ethics Research Committee.

- **Position Title:** Research Officer/ Project Officer
- **Salary Range:** Multiple Enterprise Agreement, Level 5 - 6: \$53,273 - \$61,131 (pro rata) plus 9% superannuation and salary packaging options.
- **Hours:** 3 days / 21 hours per week (negotiable)
- **Term:** Immediate start to 15 December 2011 (with a possibility of extension / negotiation)
- **Conditions:** Above award conditions, flexible work practices, additional leave and professional development provisions.

### **2.1 Position Objective**

To oversee and implement a healthy workplace initiative and research project within participating pilot workplaces. The project aims to increase awareness of, and support the implementation of, tobacco management policies to reduce the impact of smoking behaviours within nine pilot sites across the community ATOD, mental health and youth sectors.

### **2.2 Responsibilities**

1. Work as part of a multidisciplinary team (including evaluation and qualitative research consultants) to conduct the project.
2. Oversee project management, including implementation of project workplans.
3. Work closely with workplaces in the mental health, youth and alcohol, tobacco and other drug sectors to develop and implement tobacco management policies and support participating sites to implement associated workplans.
4. Collect, collate, analyse and present data and facilitate evaluative activities to measure success and contribute to the evidence base.
5. Understand and communicate complex ideas related to tobacco management to a wide range of audiences (including workers from participating sites).
6. Liaise with government and non-government organisations, including project partners, funders and participating pilot sites.
7. Coordinate stakeholder engagement, including project governance and advisory structures.
8. Undertake timely analysis and preparation of written and verbal reports and submissions as required.
9. Engage in additional ATODA business, including policy development, sector and workforce development.
10. Represent ATODA in a professional manner and in a range of forums, including networks, committees, conferences.
11. Undertake additional tasks as considered necessary and in consultation with the Executive Officer.

### **3. Selection Criteria**

Each of the following selection criteria must be addressed in the application.

#### **3.1 Essential**

1. Excellent written and verbal communication and interpersonal skills.

2. Proven experience in group facilitation and leadership.
3. Proven experience in project management.
4. Demonstrated ability to work both independently (manage workload and work to tight timelines) and as part of a team.
5. High-level computer literacy, especially with the Microsoft Office suite.
6. Experience in, and understanding of, research and evaluation.
7. Qualifications in social sciences, humanities, community development or related field, or relevant experience.

### **3.2 Highly Desirable**

1. Experience in, or understanding of, sector development and/or workforce development.
2. A strong understanding of the alcohol, tobacco and other drug issues and contemporary issues in public health and social policy.
3. Drivers License Class C and access to a personal vehicle.

### **4. Requirements for Appointment**

- The successful applicant will have a commitment to equal opportunity and evidence-based practice, and an understanding of diversity and social justice.
- The successful applicant will be required to undergo a police records check.
- The position is subject to a three month probationary period.

### **5. Application Instructions**

Applications are invited to be submitted via the following procedure:

#### **Applications must contain:**

- Curriculum Vitae / resume
- Statement addressing the selection criteria
- Contact details of two referees

#### **Submit applications to:**

- Email: [carrie@atoda.org.au](mailto:carrie@atoda.org.au)
- Post: PO BOX 7187 Watson ACT 2612
- In person: 350 Antill St Watson

#### **Applications close:**

Applications are due by close of business lose of business **Monday 21 March 2011.**

#### **Acknowledgement of receipt:**

Individuals will receive an acknowledgement of receipt for their application.

#### **Enquiries and further information:**

For any enquiries relating to this position, or to obtain a pdf copy of the **position description and selection criteria** please contact Carrie Fowlie, Executive Officer, ATODA on (02) 6255 4070 or [carrie@atoda.org.au](mailto:carrie@atoda.org.au).

*the newly established peak body representing the non-government and government alcohol, tobacco and other drug (ATOD) sector in the Australian Capital Territory (ACT). ATODA seeks to promote health through the prevention and reduction of the harms associated with ATOD.*

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### ***Become a member of ATODA***

*ATODA welcomes organisations and individuals to become members. For further information about membership including the constitutional objects of ATODA, benefits of membership, membership fees and payment methods, please contact [info@atoda.org.au](mailto:info@atoda.org.au) or (02) 6255 4070 to request the membership application information package.*

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