

## Position Description

Position Title	Suicide Prevention Project Officer
Department	Family & Community Services
Program	Suicide Prevention
Location	South
Classification	Level 4

### About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. Our vision is for all Tasmanians to enjoy positive, respectful and fulfilling relationships. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

### Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to serve
- In it together
- People matter
- Looking forward

### Position Summary

RA Tas has been contracted by the Tasmanian Department of Health to deliver a range of initiatives to advance the Tasmanian Suicide Prevention Strategy, including oversight of the Tasmanian Suicide Prevention Community Network (TSPCN). The TSPCN is a network of community members, service providers, organisations and government representatives who are working together to reduce the rate and impact of suicide in Tasmania.

The Suicide Prevention Project Officers support the TSPCN, develop resources to assist the community and service providers to refer people to the most appropriate service for their needs, and assist to develop and implement Community Action Plans.

## Key Areas of Responsibility

- Facilitate the activities of the Tasmanian Suicide Prevention Community Network
- Promote suicide prevention community action planning in Tasmania
- Facilitate the development and implementation of community action plans in line with the Tasmanian Suicide Prevention Strategy (including population groups known to be at higher risk of suicide)
- Undertake the delivery of Suicide Prevention projects and initiatives in accordance with contract requirements and contract deliverables
- Delivery of the annual Tasmanian Life Awards and annual suicide prevention forum
- Administer and promote the Suicide Prevention Funding program as per the Department's Suicide Prevention Funding Guidelines and in accordance with the TSPC
- Provide policy and strategic advice to RA Tas Leadership Group in relation to suicide prevention initiatives and directions
- Represent RA Tas at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

## Position Relationships

Supervisor	Manager, Client Services & Community Development
Direct Report(s)	Nil
Other(s)	RA Tas staff, external stakeholders, TSPCN

## Extent of Authority

The Suicide Prevention Project Officer informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

## Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines

## Selection Criteria

### Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Tertiary qualifications (or equivalent) in Community Development, Social Research or a related field and/or an equivalent combination of relevant experience, education and training
2. Considerable experience in community development, community sector management, and/or social policy and research
3. Sound understanding of the National and Tasmanian Suicide Prevention strategies or the ability to acquire this knowledge
4. Understanding of and sensitivity to the needs of families and communities affected by suicide
5. High level community development, communication, community engagement consultation and facilitation skills
6. Ability to implement projects and initiatives within available resources and timeframes
7. Ability to lead, convene and support meetings, working groups and forums
8. Ability to work as part of a multi-disciplinary team
9. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

### Desirable Attributes

10. Current drivers licence

## Special Requirements

- Appointment to this position will be subject to a current and satisfactory National Police Check and Working with Children Registration
- Some intrastate and interstate travel may be required in the position

## Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

## Approval

Jules Carroll  
COO

February 2021