



Position Description

Position Title	Stakeholder Engagement Officer
Department	Early Intervention Services
Program	Counselling and Support Services for People Affected by the Disability Royal Commission
Location	Statewide
Classification	Level 4 of Relationships Australia Tasmania Employee Agreement 2015

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 believe that we should be:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

Position Summary

The role of Stakeholder Engagement Officer is to focus on promotion for, and accessibility of, the Counselling and Support Services for People Affected by the Royal Commission into Violence, Abuse, Neglect and Exploitation of people with Disability. Stakeholder Engagement Officer will be responsible for building on existing stakeholder relationships and creating new effective relationships to increase both community knowledge of the program and referral pathways. The position will require intra-state travel and involve a high level of outreach.

Key Areas of Responsibility

- Develop and implement a marketing and promotions plan
- Develop and present required promotional material
- Build and sustain effective relationships with key stakeholders on behalf of RA Tas
- Contribute to the development and improvement of referral pathways
- Work with internal and external stakeholders to effectively conduct events and facilitate outsourced activities as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

Supervisor	Manager Support and Case Management (North/ North West or South)
Direct Report(s)	Nil
Other(s)	RA Tas staff, clients and external stakeholders

Extent of Authority

Under direction from the Manager and the established protocols, policies, procedures and work instructions.

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
- 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

Selection Criteria

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

1. An appropriate degree or diploma qualification and/or an equivalent combination of relevant experience, education and training.
2. Demonstrated understanding of using a trauma informed approach to improve outcomes for clients with complex needs, or ability to acquire this understanding
3. Well-developed interpersonal skills, including the ability to effectively negotiate and liaise with a broad cross section of internal and external stakeholders
4. Well-developed written communication skills with the ability to write project plans and other documentation to support the promotion of the program
5. Strong organisational skills including the ability to plan, work and manage time to meet project outcomes and deadlines
6. Ability to work as part of a team, the ability to respond to direction and the capacity to be self-directed
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

8. Current drivers' licence
9. An understanding of the not-for-profit sector

Special Requirements

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

September 2021

Ideally a Position Description should be reviewed and updated as often as necessary.