

NADA Position Description: Project Coordinator

POSITION OVERVIEW	
Date of this position description	August 2024
Position type	Full-time 38 hours per week or part-time 30.4 hours per week. Contract to 30 June 2026 with possibility of extension, dependent on funding.
Location	Suite B Level 3, 140 William Street, Woolloomooloo, NSW
Classification and salary	Based on NADA salary scale for Project Coordinator position, plus superannuation and eligibility for salary packaging
Reporting relationships	<ul style="list-style-type: none"> • Reports directly to Clinical Director • Has no direct reports
Other working relationships	<ul style="list-style-type: none"> • Works closely with Program Services staff to coordinate and align project implementation • Develops relationships with NADA members • Liaise with external stakeholders, suppliers, consultants, business, and government • Works with the broader NADA staff team to deliver organisational outcomes
Strategic priority	<ul style="list-style-type: none"> • Position the sector as providers of quality, innovative and evidence based treatment and harm reduction services • Build the capacity of the sector with an approach that is planned, responsive and informed by evidence and practice wisdom • Support the workforce to enhance clinical and therapeutic skills, measure client outcomes, and promote a culture of workforce wellbeing
Position summary	The primary function of this position is to support and implement projects for the non government alcohol and other drugs sector in line with NADA's strategic plan. The Project Coordinator undertakes project implementation and administration activities across multiple projects including the NADA policy toolkit, and providing support to the Youth AOD Services Network and Women's Clinical Care Network. This position may also support NADA's sector representation with external stakeholders, where appropriate.

About NADA

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for the non government alcohol and other drugs sector in NSW. Our vision is for improved health and well-being through access to a connected non-government alcohol and other drug sector that is resourced to deliver quality services.

NADA's purpose is to lead, strengthen and advocate for the NSW non-government alcohol and other drug sector. NADA provides a range of programs and services that focus on sector and workforce development, information management, governance and management support, sector representation and advocacy, as well as actively contributing to public health policy.

We represent 80 organisational members that provide services in over 100 locations across NSW that provide a broad range of services, including health promotion and harm reduction, early intervention, treatment, and after-care programs. Our members comprise of services that are diverse in their structure, philosophy and approach to drug and alcohol service delivery.

NADA Values

Inclusion	NADA values diversity, and we promote equitable and accessible approaches.
Integrity	NADA values respect, fairness, and transparency, whilst maintaining an independent voice.
Innovation	NADA values innovation and we strive to take courageous action to continuously improve policy and practice, encourage curiosity, and generate solutions.

Key Responsibilities/accountabilities

FUNCTION AREA	Key tasks	Performance indicators
Project coordination	<ul style="list-style-type: none"> Support the implementation of sector development, training and capacity building initiatives for and with NADA members Carry out project administration, such as record keeping, data entry, budgets, promotion and communication within set timeframes as directed by the project/program lead Work across multiple projects and activities across NADA Program Services, including coordinating the development of NADA's Policy Toolkit Provide project related communication to members, funders and other stakeholders through electronic and other media Contribute to and/or develop project reports as required Providing other administrative or project support as required 	<ul style="list-style-type: none"> Projects coordinated effectively, implemented and evaluated against the provided budgets and project plans Program staff satisfaction with coordination and support to capacity-building initiatives Tracked progress of the Policy Toolkit's development, with regular updates
Member support	<ul style="list-style-type: none"> Support NADA networks including the Youth AOD Services Network, Women's Clinical Care network Consult with members to identify current sector issues and scope speakers, training and development initiatives Represent and contribute on reference groups, committees, meetings and consultations, where appropriate 	<ul style="list-style-type: none"> Positive feedback from NADA networks and members. Effective participation and engagement of members within the Youth AOD Services Network and Women's Clinical Care

	<ul style="list-style-type: none"> Contribute to NADA policy responses and submissions, where appropriate 	
Relationships and partnerships	<ul style="list-style-type: none"> Coordinate relationships and partnerships between NADA, its members and stakeholders Liaise with external consultants as required under guidance of the program manager Support NADA members to develop relationships, partnerships and joint ventures within the sector and with other parties 	<ul style="list-style-type: none"> A range of relationships and partnerships maintained Positive member and stakeholder feedback on relationship management
Continuous Quality Improvement System	<ul style="list-style-type: none"> Contribute to a culture of quality improvement (QI) and ongoing organisational development Work with the QI coordinator in the development, implementation and review of internal systems, policies and procedures Understands relevant policy, and the strategic policy frameworks that inform organisational development 	<ul style="list-style-type: none"> Leadership and participation of QI activities Identify and respond to areas for improvement in self and organisational practice
Work health and safety	<ul style="list-style-type: none"> Understand and comply to organisational policies and procedures relating to Work Health & Safety, and contributing to a safe work environment 	<ul style="list-style-type: none"> High standard of WHS practice across NADA
Team development	<ul style="list-style-type: none"> Contribute to team and organisational effectiveness in a manner consistent with NADA's vision, values and mission. Participate in staff meetings, team and program and organisational development activities 	<ul style="list-style-type: none"> Collaborative team work Positive contribution to organisational development and culture
Practice development	<ul style="list-style-type: none"> Participate in work plan review, supervision and performance and development processes with identified supervisor Engage in continuing professional development 	<ul style="list-style-type: none"> Documented workplans demonstrating progress against activity and achievements Annual performance and development reviews Reflects on professional performance with a view to improving outcomes

The NADA operational standard is outlined below. The following expectations apply to all NADA staff and should be reviewed in conjunction with the position's key accountabilities.

- Ensure NADA service operations comply with all relevant legislation, regulatory and reporting requirements by regular monitoring, actioning and updating of the compliance register
- Ensure provision of a safe workplace, and full compliance with all NADA WHS policies, management system requirements and participate in the annual evacuation procedure and/or any other safety activities as required.
- Ensure full compliance with all NADA policies and procedures.
- Ensure behaviours and approaches are aligned with and demonstrated in execution of position responsibilities in line with the NADA values (see above).

- Ensure service operations comply with all relevant legislation, regulatory and reporting bodies including the Quality Improvement Council (ASES) and ensure relevant quality improvement tasks are at all times kept up to date.
- Ensure familiarisation and compliance with the corporate decisions making processes and be aware of all areas of responsibility with regard to the Quality Improvement Staff Port-folio Standards/Policy allocations.
- Adherence to NADA Code of Conduct and Ethics for staff and volunteers.
- Ensure compliance and respect for diversity as it applies to the workplace and to the broader NADA business processes and service delivery activities (Diversity Policy).
- Ensure that NADA aims, values and ethics are actively communicated through all business documentation and interaction with members and stakeholders.
- Ensure that every effort has been made to attend mandatory training in cultural awareness as it becomes available and in alignment with the Human Resources Policy 4.3.
- Ensure all internal and external communications consistently reflect NADA's values ethics goals and principles.

Key challenges

- Providing a prompt, courteous and effective service to members and staff in an environment of competing priorities and expectations.
- Managing diverse external stakeholder consultations, within agreed timelines, given their varying expectations, viewpoints and interests.
- Achieving project deadlines and milestones to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple projects

Selection Criteria

<p>Experience, qualifications, skills, abilities, and behaviour</p>	<p>Essential</p> <ul style="list-style-type: none"> • Relevant tertiary qualifications and/or professional experience • Understanding of the non government alcohol and other drugs (or broader community services) sector, and factors that may influence service delivery, operations and capacity development for the AOD sector • Demonstrated experience in effectively coordinating and implementing projects within set timeframes and budgets. • Demonstrated ability to liaise with staff and a range of stakeholders in a friendly and professional manner, and sustain working relationships • Capacity to analyse and prepare advice, presentations, reports and general communication • High level of computer literacy with advanced Microsoft office skills including Word, Outlook, Excel, OneDrive and Teams • Demonstrated high-level written and verbal communication skills. • Excellent organisation and time management skills with the ability to balance competing priorities to ensure deadlines are met • Demonstrated ability to work independently and as part of a team
--	--

I acknowledge and understand the above position description, responsibilities and other requirements detailed in the document. I agree to follow the Policies and Procedures as set out in NADA's Policy and Procedure Manual/s.

Employee name

Employee's signature

Date

Supervisor name

Supervisor's signature

Date