

POSITION DESCRIPTION

Position Title:	Project Officer
Grading:	Admin Level 4
Remuneration:	to be advised by HR
Status:	Fixed Term Part-time (24 hours / week) - Contract until 30 June 2026
Location:	Newington
Responsible to:	Project Manager
Responsible for:	Not Applicable

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Project Officer plays an important role in supporting the Project Manager in implementation of the SEARCH project, providing secretariat support, compiling resources, engaging prospective partners and drafting reports. This position is office based in Newington.

SEARCH is a pilot project to establish a health service model that will build the capacity of local service providers in regional and rural areas to provide high quality reproductive health services that are sustainable in the long-term. The project targets locations in regional and rural NSW which have the highest reproductive health need and limited access to safe and affordable services, especially for Aboriginal and Torres Strait Islander women.

Selection Criteria

Essential

- Tertiary qualification in a related field e.g. business, management, public health
- Minimum 3 years' experience in relevant field
- Proven planning, time management and organisational skills
- Highly proficient IT skills, experience with MS Office (Word, Excel, PowerPoint and Outlook) and confidence using cloud-based software
- High level interpersonal, oral and written communication skills
- Highly organised, efficient and reliable with proven ability to handle multiple tasks at one time
- Demonstrated understanding of project management
- Demonstrated capability in report writing and implementation

Desirable

- Relevant knowledge of current reproductive and sexual health care
 - Relevant experience in the health sector
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Other requirements

- A Criminal Record Check is required prior to commencement in this role

Values

- Must be pro-choice
 - Must fully support the individual's right to choose regarding their pregnancy, whether that be parenting, adoption / foster care or abortion.
 - As an abortion service provider, all staff at FPNSW are expected to actively participate in the provision of abortion services within the full scope of their role.
 - For this role, that means supporting the implementation and evaluation of abortion services by project partners across NSW.
- Must support the Family Planning Australia values
 - Human rights focus – promoting the rights of all people to reproductive & sexual health
 - Integrity – maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness – valuing and respecting diversity without judgement
 - Equity of access – ensuring access to our services for all including priority populations
 - Client centred – placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Key Responsibilities

- In consultation with the Project Manager:
 - contribute and/or prepare quality reports, briefing papers and correspondence,
 - manage partner data requests and management,
 - Liaise with education team regarding bookings for training,
 - compile resources for service delivery,
 - collaborate on service level and site assessments.
- Monitor project timeline and update project plan progress against contractual milestones
- Identify issues that may contribute to project timeline delays and report to Project Manager
- Communicate with and manage correspondence from service delivery partners
- Communicate with internal stakeholders and working groups to achieve contractual milestones according to the project timeline
- Attend key stakeholder meetings, internal and external, and act as secretariat
- Undertake other relevant duties as directed by the Project Manager

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW

Work health and safety

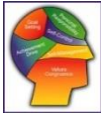



- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions

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- Any potential risk should be reported to the employee's manager immediately for investigation and remediation
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

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Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Intermediate
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
	Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect
Results 	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
Business Enablers 	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Adept
	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
Project Management Understand and apply effective planning, coordination and control methods	Adept	

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: