

## Program Delivery Lead – TTI

<b>Work Unit</b>	Program Delivery
<b>Classification level</b>	4
<b>Employment type</b>	Full time (1.0)
<b>Work location</b>	Adelaide
<b>Reporting line</b>	State Manager
<b>Supervisory Responsibilities</b>	N/A
<b>Date document created or updated</b>	08/12/2016

### Position purpose

The Program Delivery Lead - TTI is responsible for the delivery of a series of forums and workshops that will support community sports clubs, leagues and associations to develop and implement illegal drugs policies. The role holder will also establish and refine engagement and advice to build the confidence of club leaders and members to prevent and/or respond to illegal drug-related issues in a supportive, structured and consistent manner.

### Organisational context

Established in 1959, the Alcohol and Drug Foundation, formally known as the Australian Drug Foundation, is a leader in preventive health in Australia with a long history of significant contributions to state, national and international alcohol and drug policy and programs. We are passionate about working together to build strong and healthy communities, this is the work of primary prevention.

We're using advocacy, education, information and evidence-based primary prevention programs to promote socially inclusive environments and behaviours that support health and wellbeing in order to reduce harm in our communities from alcohol and other drugs. Active in over 7000 communities around the country, we're reaching millions of Australian every year through sport and other community settings.

The ADF has experienced continuing growth: doubling in size and revenue over the last 5 years, representing significant opportunities.

For further information, please go to our website: <http://www.adf.org.au/>

## Key Relationships

### Internal Relationships:

- State Manager
- National Program Manager – New Strategic Programs
- National Strategic Projects team
- Executive Management Group
- Program Development & Evaluation team
- Program Delivery team
- Marketing and Engagement team

### External Relationships:

- Key contacts across community, health and sport sectors including: sporting clubs, leagues and associations
- Contractors and consultants
- Other relevant external stakeholders

## Responsibilities

### Leadership and Management

- Collaborate professionally with staff and external stakeholders to meet the ADF's objectives.
- Contribute to the ADF's Reconciliation Action Plan
- Role model behaviours that support the ADF's values and goals to create a culture and environment focussed around team, support and achievement.

### Program Delivery

- Manage the delivery of forums and workshops across the country according to agreed schedules and KPIs.,
- Present forums and facilitate workshops in community based sport settings to influence sports clubs to implement a policy and supporting practises to prevent harm from illegal drugs
- Actively seek and incorporate community feedback into program design and delivery to improve success of initiatives against defined metrics.
- Work collaboratively with the Project Team to facilitate and improve the operationalisation of the forums and workshops.
- Work with relevant stakeholders and ADF staff to continuously review and develop more efficient and effective delivery adaptations.
- Liaise with a team of Project Support Assistants to support and engage with local sporting clubs to ensure that clubs maintain a high level of participation in the program and to assist them in the development and integration of the Illegal Drugs Policy.
- Report on program delivery after every community engagement to ensure continuous improvement of the program using a range of reporting tools and systems.

- Liaise with host organisations and other internal and external stakeholders to ensure that all aspects of local event management are conducted to a high quality.

### **Program Monitoring and Evaluation**

- Liaise with the Research Manager, ADF's research and evaluation partners, and other key stakeholders to ensure program quality and integrity as defined in the project monitoring evaluation framework
- Develop, implement and manage systems to ensure high quality development and continuous improvement of the Program.
- Critically assess the program delivery environment and contribute to the broader monitoring and evaluation framework, through the sharing of lessons learned, recommendations for best practice and delivery of regular reports.

### **Stakeholder management**

- Represent the ADF at a range of forums and workshops.
- Liaison with and coordination of all internal and external stakeholders involved in planning and implementation of successful community forums, including program teams, and relevant representatives from sport, health and community sectors.

## **Capability Profile**

### **Formal Education and Experience**

- Undergraduate qualifications (or equivalent experience) in business, health or social sciences relevant to community programs (e.g. Social Work, Public Health, Health Promotion)
- Certificate IV in Assessment and Workplace Training (Desirable)

### **Skills and Knowledge**

#### Essential

- Outstanding presentation and facilitation skills including experience facilitating high quality forums and workshops with the ability to manage a range of challenging group dynamics in line with program guidelines.
- Ability to problem solve and direct queries to subject matter experts as appropriate.
- Self-motivated and demonstrated ability to work with limited direction.
- Able to quickly grasp and interpret local community issues relevant to program outcomes.
- Exceptional time management skills with experience of working in an adaptive, dynamic and evolving program environment and ability to prioritise and manage conflicting project components.
- Outstanding stakeholder management skills with a proven ability to influence, lead change and inspire others.
- Demonstrated problem solving skills with experience of 'thinking on your feet'.
- Demonstrated application of good judgement and critical thinking in a practical program delivery environment.
- Flexible mindset and the ability and willingness to contribute to a process of continual improvement
- Understanding of community public health issues including alcohol and other drug issues (AOD)
- Willingness to undergo police and working with children checks if required.
- Willingness and availability to travel (interstate and nationally)

- A current drivers licence (to enable travel to forum and workshop locations) is required.

Please note: Due to the location of Community Sporting Clubs around the country frequent interstate or intrastate travel will be required.

**Key Competencies (See table below)**

Competency	Definition	Importance
<b>Communication</b>	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	<b>Essential</b>
<b>Judgement and Problem Solving</b>	Makes rational, realistic and sound decisions. Considers all facts and alternatives available. Looks for causes, not just symptoms, and selects appropriate courses of action to solve problems.	<b>Essential</b>
<b>Results Orientation</b>	Takes responsibility and accountability for achieving required actions and or outcomes. Keen to complete tasks and see things through to the end.	<b>Essential</b>
<b>Influence and Negotiation</b>	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	<b>Essential</b>
<b>Build and Maintain Relationships</b>	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	<b>Essential</b>
<b>Adaptability</b>	Adapts to changing work requirements and demands. Willing to adjust behaviour in response to the situation. Receptive to new ideas and approaches. Undertakes work with a sense of flexibility.	<b>Essential</b>