



POSITION DESCRIPTION

POSITION TITLE	Disability and Social Inclusion Program Lead
CLASSIFICATION	Social, Community, Home Care and Disability Services Industry Award 2010 Social and Community Services Employee Level 6

ABOUT LGBTIQ+ Health Australia

LGBTIQ+ Health Australia (LHA) is the national peak health organisation in Australia for organisations and individuals that provide health-related programs, services and research focused on lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ+) people and other sexuality, gender and bodily diverse people and communities. As the national peak body for LGBTIQ+ health in Australia, our mission is to provide a national focus to improve health outcomes for LGBTIQ+ people through policy, advocacy, representation, research evidence and capacity building.

LHA is an Equal Opportunity Employer and as such, we encourage LGBTIQ+ people with disability (PWD) to apply for this role. All roles at LHA place the needs of LGBTIQ+ Aboriginal and Torres Strait Islanders, BrotherBoys and SisterGirls as a priority across all of our programs.

ABOUT THE TEAM

The LHA Training and Capacity Building team is responsible for the oversight and delivery of funded programs including aged care, dementia and disability. The team manages projects in partnership with LHA member organisations and other key stakeholders to build capacity at the individual, organisational and sectoral level to improve health outcomes for LGBTIQ+ communities. This team is responsible for ensuring that all projects are delivered to the highest standards and are informed by the most current research and models of best practice. The team works collaboratively with other teams across LHA to ensure that resources are coordinated, avoid duplication and that LHA is working in a cohesive way to increase the reach of programs.

ABOUT THE ROLE

The focus of this role is to lead the delivery of LHA's Government funded Information, Linkages and Capacity Building (Individual Capacity Building) grant. The 'Rainbow VisAbility' project will provide an innovative program of activities for LGBTIQ+ people with disability that fosters social connection and strengthens existing knowledge, skills and confidence to understand and exercise rights, navigate services and participate in the community. The project will also build the capacity of families and carers in supporting LGBTIQ+ people with disability to exercise their rights and enhance community autonomy by developing local linkages.



The work of this role is guided by the key objectives of the project which is to:

- Establish an advisory committee, co-design and reference group to ensure every aspect of the project is informed by people with disability, their families and carers.
- Undertake scoping review and independent project evaluation in partnership with a University organisation.
- Develop an innovative peer support, community connection and social leadership model for LGBTIQ+ people with disability.
- Roll out of model nationally through training, resources and 'champions in the community' approach.

REPORTING STRUCTURE

This position reports to the Director Training and Capacity Building.

This position has no direct reports.

PRINCIPAL DUTIES

Strategic

- Lead LHA disability and social inclusion programs to improve the health and wellbeing of LGBTIQ+ people with disability.
- Consult broadly and effectively with LHA members, researchers, project partners and stakeholders to develop and implement evidence-based programs.
- Collaborate with the LHA Policy, Research and Communications team to provide disability related subject matter expertise.
- Represent LHA in advisory committees, steering committees, working groups, consultations and other forums that progress the health of LGBTIQ+ people with disability.
- Maintain knowledge of disability sector developments and reforms, including the NDIS, in order to provide internal advice and ensure LHA's disability and social inclusion program is aligned with sector requirements.

Stakeholder engagement

- Effectively collaborate and communicate with key internal and external stakeholders specific to LGBTIQ+ people with disability.
- Manage relationships with disability and social inclusion program stakeholders and partners to ensure program is delivered to the highest standards.
- Lead partnership management of project partners nationally including data reporting, regular meetings, monitoring deliverables and managing performance.
- Strengthen and maintain effective relationships with all project stakeholders.

Project management

- Lead overall project management, meeting deadlines, reporting and output as required by the program's activity workplans.
- Successfully manage the disability and social inclusion program to ensure project objectives are



delivered to the highest standards and are compliant with requirements stipulated the funding grant.

- Meet weekly with the Social Inclusion Project Officer to provide support and ensure project tasks progress in accordance with the project plan.
- Develop resources using the principles of stakeholder engagement, co-design and evidence-based research.
- Coordinate and ensure the delivery of project milestones according to the key outcome measures of applicable funding agreements.
- Identify, mitigate and report any project risks, and proactively manage risks.
- Actively contribute to the development and implementation of organisational policy, particularly within your areas of responsibility and accountability.
- Identify and act on opportunities to engage with other LHA programs to ensure there is synergy across the teams.
- Effectively manage the disability and social inclusion program budget.

General

- Actively participate in and contribute to an ongoing process of supervision, team meetings, general staff meetings, quality improvement and professional development strategies.
- Comply with organisational directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
- Perform other duties to assist with the work of the project/s as requested by your line manager (or designate).
- Communicate at all levels verbally and in writing, clarifying situations, act impartially and use influence and negotiation to effectively mediate and devise workable solutions.
- This position may involve work outside normal business hours, e.g. occasional evening teleconferences and work required to meet critical deadlines.
- Maintain a clean and safe workspace and abide by workplace health and safety policies and all other LHA policies and procedures.
- Willingness to travel within Australia.
- Undertake other tasks as directed.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Understand, implement, participate and promote Organisational Policies and Procedures, and Workplace Health and Safety (WHS) objectives, processes and procedures.

KEY SKILLS & EXPERIENCE

Qualifications

- Tertiary qualifications in health, education, social science, health promotion or other relevant fields.

Experience Required

- Experience in leading and supervising a small team.
- Lived experience of disability.
- Demonstrated experience in project management in the health, disability and/or LGBTIQ+ sectors.
- Understanding of and commitment to health, wellbeing and human rights of LGBTIQ+ people and



communities including the social determinants of health.

- Demonstrated skills in leading partnerships with sector peaks and organisations.
- Demonstrated experience in the co-design, delivery and evaluation of training and capacity building programs.
- Demonstrated understanding of the disability sector and the current reform landscape.
- Understanding of the health and wellbeing needs of LGBTIQ+ people with disability.

Computer skills

- Good IT skills including use of Microsoft Office365 (Outlook, Word and Excel).

Aptitude & interpersonal skills

- Strong communication skills especially the ability to coordinate support with a diverse network of people and organisations.
- The ability to ensure sensitive, responsive program development, implementation and evaluation.
- Experience of working effectively and collaboratively in a small team environment, with minimal supervision.
- Ability to effectively communicate and engage with advisory groups, sector representatives and people with lived experience.
- Strong initiative and self-motivation and ability to work autonomously and as part of a team.
- Proven innovative thinking and problem-solving skills, including the ability to grasp new systems and concepts quickly.
- Demonstrated skills in working effectively, productively, and collaboratively in a team both with LHA, its member organisations and other organisations with minimal supervision.
- Strong initiative and self-motivation and ability to work autonomously and as part of a team.
- Understanding of and commitment to the health and human rights of LGBTIQ+ people and communities.
- Excellent administrative and organisational skills and the ability to work with a demanding workload in a timely way.

KEY PERFORMANCE INDICATORS (KPIs)

- Member service and satisfaction, servicing both internal and external clients/members (customer, staff, member, stakeholder feedback).
- Satisfactory achievement of ongoing targets, goals and objectives as set and agreed with the Chief Executive Officer, Director of Training and Capacity Building, and the Organisation.
- Accuracy of data entry, filing, documentation and information management within the Organisation's database and systems.
- Responding to and answering telephone calls, enquiries and emails within set timeframes and dealt with in accordance with organisational standards.
- Preparing, completing and submitting documentation and reports in accordance with Organisational standards and timeframes.
- Coordinate the development and delivery of high-quality programs within agreed timeframes to meet the objectives and standards expected of the Organisation.



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- Activities undertaken are fully compliant with statutory, commercial and legal requirements.
 - Timely identification and mitigation of Company related risks.
 - Following of instructions and completion of tasks in a timely, accurate and efficient manner which meet the requirements of the organisation, members and required regulatory standards.
 - Following, utilisation and promoting of Organisational Policies and Procedures, Organisational Core Values and Work Health and Safety (WHS) requirements.

Signed by CEO: _____ Date: _____

Signed by Employee: _____ Date: _____