SELECTION CRITERIA

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<th>Position Title</th>
<th>Project Officer – Tackling Indigenous Smoking</th>
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<td>Reporting To</td>
<td>Coordinator - Tackling Indigenous Smoking Program</td>
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KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven, Eurobodalla and Bega Valley regions and a demonstrated understanding of health, and social emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
- Demonstrated experience in project work or management, including planning and the ability to develop, implement and evaluate health related programs and community development strategies.
- Computer proficiency and the ability to use basic computer programs, including the capacity to write reports, collect statistical data, develop presentations, social marketing and promotional materials.
- Knowledge and understanding of the harms associated with tobacco smoking and awareness of current prevention and cessation programs.
- Ability to facilitate meetings, programs and activities.
- Knowledge and commitment to principles and practices of Workplace Health & Safety and Equal Employment Opportunity and how they apply in the workplace.
- Clear Working with Children Check and National Police History Check.
- Current NSW Driver’s License and willingness to travel overnight in regional and interstate areas if required.

Desirable

- Demonstrated experience in the delivering health related programs and services to Aboriginal people and communities.
- Relevant qualifications in health related fields such as Alcohol and other drug work, mental health and or social emotional wellbeing.
- Ability to deliver appropriate training and educational programs to achieve reduction of tobacco usage amongst Aboriginal and Torres Strait Islander health professionals.

PERSONAL QUALITIES AND ATTRIBUTES

- High level of organisational ability and the ability to manage time effectively and efficiently, including establishing priorities and meeting deadlines.
• High level of interpersonal skills, ability to communicate effectively and handle sensitive and confidential client information.
• Personal drive and a strong community focus
• High-level attention to detail.

*Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*