

Position Description

Position title:	Project Analyst	Unit:	Project Development Unit
Reports to:	Program Manager	Project:	Various
Primary location:	Cairns	Direct reports:	0
Date:	June 2010	Job classification:	Level 5

About the organisation

Cape York Partnerships (CYP) is the lead Indigenous organisation for the implementation of welfare reform in Cape York Peninsula.

Our vision

That the people of Cape York Peninsula have the capabilities to choose lives they have reason to value.

Our mission

To lead and enable reform by building innovative partnerships between Indigenous individuals and families, government and the philanthropic and corporate sectors.

Our values

Personal responsibility - We take and expect personal responsibility

Belief - We respect and believe in the potential of all people

Reform - We build reform partnerships

Excellence – We will be an exemplary organisation

Every Child - We believe that every child is special and deserves a good future

About the projects

CYP has active projects across the four streams of welfare reform – Education, Economic Development, Social Responsibility and Housing – along with several projects under development. Current and pending (*) projects operated by CYP, or for which it is actively involved, include:

Stream	Project	Description
Education	Every Child is Special	Every Child is Special is a research and development unit within Cape York Partnerships aimed at reforming Indigenous education by building student, family and community demand for high expectation, high quality education through family engagement and mutual accountability.
	Ready Set Go: School Attendance	School Attendance aims to establish a community wide expectation of 100% school attendance.
	Ready Set Go: School Readiness	School Ready makes sure that parents meet the needs of their child to ensure students are ready to learn each school day
	Ready Set Go: Student Education	Student Education Trusts enable parents to financially support their child's

	Trusts	education and development "from birth to graduation".
	MULTILIT in Cape York Schools	MULTILIT in Cape York Schools is designed to embed sustainable high quality literacy instruction across a school and improve student literacy outcomes.
Economic Development	Work Placement Scheme	The Work Placement Scheme facilitates employment opportunities for Indigenous people by placing them in full time employment and providing ongoing support to ensure they can live independently.
Social Responsibility	Family Income Management	Family Income Management is a voluntary service designed to support individuals and families, with the education, information and ongoing support needed to manage their money and meet their obligations.
	Parenting Program	The Parenting Program includes helping parents understand their responsibilities, providing parents access to wider support networks and ensuring strong functional families are restored as the foundation of a healthy society.
	Green Box – Red Box (nutrition)*	Green Box — Red Box aims to improve the health of individuals and families through improved food security and by breaking the cycle of feast and famine.
	Life Saver (smoking)*	Cape York Partnerships will be involved in the implementation of an upcoming strategy to combat smoking in communities.
	Time and Money Saver (gambling)*	Cape York Partnerships is in the process of developing a strategy to tackle problem gambling in Cape York communities.
	Well Being Centres (community ownership)*	Wellbeing centres are established in each of the four communities to deliver the following in response to drug and alcohol, mental health, family violence and gambling issues: <ul style="list-style-type: none"> • Clinical Assessment • Counselling • Case Co-Ordination • Referral Services
Housing	Pride of Place	Pride Of Place is an initiative designed to target the improvement of the presentation of houses and gardens, as well as cleaning up public spaces.

About the role

The Project Analyst is responsible for designing business solutions through research and by working in consultation with project team/s, partners and other related interests. The major accountabilities of the position are research and analysis, business development, reporting and evaluation and community engagement.

The role forms part of the Project Development Unit (PDU), working across CYP's suite of program activity. The Project Analyst will be allocated to specific project (or corporate) tasks on an as needs basis, based on demand, either individually or as part of a team based approach.

This role reports to the Program Manager, or relevant Project Managers for specific tasks, and has no direct reports.

Key accountabilities		
Key result area	Major activities/deliverables	Key performance measures
Research and Analysis	<ul style="list-style-type: none"> Undertake research and investigation for the development of the project/s; Analyse data and information to assist in determination of solutions in response to issues, risks and/or opportunities for improvement. 	<ul style="list-style-type: none"> Delegated research tasks completed within agreed parameters and timeframes; Demonstrate initiative in the development and implementation of research and analytical approaches.
Reporting and Evaluation	<ul style="list-style-type: none"> Collate qualitative and quantitative data for Project Manager/s and project team/s as required; Improve data interrogation to enhance reporting options; Ensure project cases and proposals are supported by research analysis consistent with CYP leadership direction. 	<ul style="list-style-type: none"> Files are up-to-date and consistent with CYP standards; Issues and risk logs kept up to date and escalated; Information flow is timely, accurate and consistent with agreed CYP and WRAP processes.
Business Development	<ul style="list-style-type: none"> Undertake the development of new products, initiatives and proposals as required; Conduct research and provide comments and recommendations to improve project design and implementation; Develop business systems and templates that support the project and/or organisation's activities. 	<ul style="list-style-type: none"> New / enhanced project opportunities are identified and implemented to the satisfaction of CYP leadership; Proposals developed supports and is consistent with project aims and endorsed by CYP leadership; Business solutions developed, approved and implemented to the satisfaction of CYP leadership.
Community Engagement	<ul style="list-style-type: none"> Establish and maintain effective networks, communications and processes in line with CYP communications guidelines; Attend and assist in the coordination of CYP events in the communities; Provide and obtain information from relevant partner agencies and projects for Project Manager/s. 	<ul style="list-style-type: none"> Networks established and appropriate communication systems used in line with CYP communications guidelines; Participation in CYP community events; Timely support and information provided to relevant project partners.
Continuous Improvement	<ul style="list-style-type: none"> Contribute to continuous improvement initiatives within the program, identify improvement opportunities and act on improvement directives; Comply with CYP standards, policies, protocols and guidelines; Ensure regular monitoring occurs with outcomes received and fed back. 	<ul style="list-style-type: none"> Approved improvement initiatives implemented within required timeframes and agreed approach; CYP policies and procedures adhered to; Weekly 1:1 meetings occur, are documented, monitored and provide evidence of feedback loop.
Health and Safety Management	<ul style="list-style-type: none"> Ensure safe work practices and a safe work environment is maintained at all times; Comply with the CYP health and safety policies and procedures; Seek advice or assistance before commencing an unfamiliar work practices. 	<ul style="list-style-type: none"> Safe work practices adhered to; Workplace health and safety policy adhered to; Hazards identified, minimised, isolated or eliminated as appropriate.
Team Member	<ul style="list-style-type: none"> Models a positive culture by living the organisational values through actions and behaviours Maintain and/or extend knowledge and skill base required for effective 	<ul style="list-style-type: none"> Behaviours consistent with organisational values and expected behaviours; Current knowledge of issues, trends and practices demonstrated;

Key accountabilities		
Key result area	Major activities/deliverables	Key performance measures
	performance; <ul style="list-style-type: none"> • Maintain productive working relationships and provide collegial support; • Participate in own performance review and identifies learning/development needs; • Negotiate with line manager to complete appropriate education and training; • Complete additional duties / projects to the required standards and within negotiated timeframes. 	<ul style="list-style-type: none"> • Evidence of team functioning and support; • Performance review outcomes documented, objectives and training requirements agreed, previous performance targets met, • Approved education and training undertaken and evidence of learning outcomes applied in workplace; • Additional duties / projects undertaken as agreed with the Director to the required standards and agreed timeframes.

Selection criteria
Qualifications and experience
Essential criteria <ul style="list-style-type: none"> • Extensive experience working with ambiguity, analysing complex situations, in order to generate alternative solutions and form appropriate recommendations and conclusions; • Experience gathering and reporting information and data with a high level of accuracy including data entry and reporting; • Highly organised, demonstrated ability to identify and achieve work objectives with ability to adapt to changing priorities; • Willingness and capacity to work under limited direction, to structure work effectively and apply initiative and perseverance until results are achieved; • Ability to clearly and succinctly express ideas and findings, both verbally and in writing to a range of audiences; • Ability to establish and develop relationships with others, without an immediate structural contact; • Experience using Microsoft software including Advanced Excel knowledge; • Current Manual Drivers Licence; • Willingness to travel away from base location to remote Cape York regions; • Possess a Blue Card (or if successful provide evidence of obtaining/applying prior to commencement); • Evidence of a successfully completed Police Check. Desirable criteria <ul style="list-style-type: none"> • Understanding of the political and legal framework in which the organisation operates; • Knowledge of behaviour change and/or social and economic development; • Knowledge of Cape York Peninsula; its peoples, cultures and/or environs.

Key attributes
<ul style="list-style-type: none"> • Consistent with CYP's values and behaviours; • Initiative and self motivation; • Results focussed; • Analytical and problem solving ability; • Communication (verbal and written) skills; • Capacity to build and sustain respectful professional relationships; • Personal leadership; • Behave in a way that contributes to a workplace that endorses diversity and is intolerant of discrimination, harassment and bullying behaviour.

Other relevant information
Key challenges
<ul style="list-style-type: none"> • Works with people from different backgrounds and within an innovative environment so requires a willingness to learn and teach when required; • Works for a Not For Profit organisation so essential to optimise available resources; • Operates in a 'community' environment so may encounter limited observance of CYP values so essential to focus on resolving problems and concentrating on achieving objectives; • The vision and strategy of CYP is defined so need to be focussed on practically supporting the ideas and agendas of the organisation; • CYP operates in an opportunistic environment which results in sudden direction changes so requires flexibility, resilience and a readiness to grasp new directions.

Key partners		
Contact	Purpose	Frequency
Program Manager	Strategic program direction and support; Liaison regarding day to day issues; Programming of work demands.	Daily
Project Managers	Strategic project direction and support; Liaison regarding day to day issues for related tasks; Management of project schedules.	Daily
Project Team	Day to day support, monitoring and mentoring; Operational management and coordination.	Daily / Weekly
CYP Management Group	Liaison to provide progress reports and information sharing.	Monthly (or as required)
CYP Office Staff / Business Unit Staff	Liaison regarding day to day issues; General administrative support.	As required
CYI Policy Staff	Policy direction and developments.	As required
Australian and Queensland Government Departments & Partners	Liaison, negotiation and information sharing regarding the implementation of projects; Project reporting.	As required

It is the responsibility of the user to be aware of, and have an understanding of this document. Should the user wish to clarify any aspect of the document they are advised to contact their line manager or the HR Manager.			
Employee Name:		Manager Name:	
Position Title:		Position Title:	
Employee Signature:		Manager Signature:	
Date signed:		Date signed:	