



Manager Road Trauma Support Service
12 month contract with possibility to extension (3-month probation)
Fulltime
Starting Salary \$87,939 pa plus 9% Superannuation
Location – City West Lotteries House, 2 Delhi Street, West Perth WA.

The Injury Control Council of WA (ICCWA) is the peak not-for-profit organisation involved in injury prevention and community safety promotion in Western Australia. ICCWA is an Equal Employment Opportunity organisation.

This is an exciting opportunity for an enthusiastic and dedicated Manager to establish, coordinate and develop the Western Australian Road Trauma Support Services. This is a newly established service in Western Australia. We are looking for a highly motivated and multi-skilled Manager to join our dynamic injury prevention team.

This position will be responsible for overseeing counselling services, support services, peer education and volunteer programs, education services and resource development.

DUTIES AND KEY RESPONSIBILITIES

1. Recruit the Service staff in collaboration with the CEO.
2. Make available resources to ensure that staff are adequately equipped to perform their role in the most efficient manner.
3. Provide a safe environment for questioning and reflective practice that focuses on continuous improvement.
4. Provide leadership and vision to the Service by playing a key role in the development of a strategic and implementation plan.
5. Take a lead role in developing relationships with strategic partners including non-government, government, business and community.
6. Represent the Service in relevant senior public and professional settings.
7. Promote the Road Trauma Support Service state-wide including through conferences, forums, workshops, seminars, videoconferences, teleconferences and networking meetings.
8. Ensure promotion, marketing and media activities are based on evidence act as a media spokesperson for ICCWA.
9. Engage and work with external evaluators to provide an extensive evaluation of the Service and its activities.
10. Prepare and submit regular reports including to the Board, CEO, Steering Group and funding bodies in line with contractual requirements.

11. Increase awareness of the Service among ICCWA staff and external stakeholders across WA.
12. Coordinate and collaborate with the Steering Group regarding partnerships and the development and outcomes of the service.
13. Provide support to project managers in relation to budgeting and funding submissions.
14. Liaise with educational institutions to assist with student placements.
15. Work with the CEO to identify future funding sources and develop a revenue strategy.
16. Work with the CEO to build media and advocacy opportunities.
17. Promote ICCWA's values, mission and vision both within the organisation and at external forums.
18. Other duties as required.

ESSENTIAL SELECTION CRITERIA

1. Tertiary qualifications in Business Development/Management, Health Promotion, Health Science, Community Development, Behavioural Sciences or closely related discipline.
2. Demonstrated experience in senior management positions.
3. Highly developed leadership, management and team development skills.
4. Excellent time management skills and the ability to manage multiple, complex demands and meet deadlines.
5. Highly effective interpersonal skills (including negotiation, written and verbal communication skills, report writing, public speaking skills and facilitating meetings).
6. Demonstrated ability to develop and manage budgets.
7. Experience in planning, coordinating and evaluating projects.
8. Experience in building and maintaining relationships with a range of stakeholders including health professionals, the business community, funding bodies and all levels of government.
9. Demonstrated knowledge of marketing, promotion and media strategies.
10. High level of motivation and ability to work in a busy environment.
11. Ability to work both independently and be a successful team player.
12. Demonstrated competence in the Microsoft Office Professional suite of programs.
13. Valid WA Drivers Licence.

DESIRABLE CRITERIA

1. Project Management Qualification.

OTHER FUNCTIONS AND REQUIREMENTS OF ROLE

1. Participation in performance reviews
2. Computer literacy
3. Participation in Professional Development as directed or initiated

REQUIRED LICENSES/CERTIFICATIONS

1. Valid WA Drivers Licence. You will be required to use your own vehicle on some occasions (expenses will be reimbursed).
2. A Police Clearance and/or Working with Children Check may be requested prior to employment.

Applicant Instructions

Applicants **must** submit a statement addressing all selection criteria using previous experience as examples of how you can meet the criteria (you are encouraged to use the STAR model or similar). Applicants should also attach a **brief** resume detailing work history and list the names and contact details of two relevant referees.

APPLICATIONS WHICH DO NOT MEET THESE CRITERIA WILL NOT BE CONSIDERED.

Please send your application addressing the selection criteria to:
Deborah Costello, Chief Executive Officer, Injury Control Council of WA, City West Lotteries House, 2 Delhi Street, West Perth 6005 or email jobs@iccwa.org.au.

For enquiries regarding the position, please contact Deborah Costello on (08) 9420 7212.

Applications close 5pm Monday 7th January 2012.