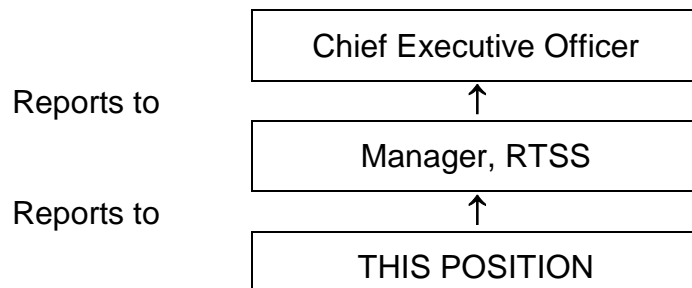

JOB TITLE: Partnerships Coordinator - Road Trauma Support Service
PROGRAM: ICCWA
DATE: February 2013 **CLASSIFICATION:** Level 4, 1FTE
REPORTS TO: Manager – Road Trauma Support Service
SUPERVISES: Nil

JOB SUMMARY

The Partnerships Coordinator, Road Trauma Support Service (RTSS) works under the direction of the Manager – RTSS. The focus of this role is to ensure the successful partnerships for the RTSS and promotion of key activities and resources as well as relationship building with key stakeholders and organisations. A high level of organisation skills and an understanding of the need for compassion, privacy, and confidentiality are essential.

REPORTING RELATIONSHIPS



Although this position does not directly supervise other staff, the role does require close liaison with other team members.

DUTIES AND KEY RESPONSIBILITIES

1. Build and maintain partnerships with a broad range of stakeholders including road safety, health professionals, the business community and all levels of government.

JOB DESCRIPTION FORM

2. Develop relationships with stakeholders including Government, Local Government, non-government organisations, corporate businesses and community groups to identify opportunities to promote the RTSS services.
3. Build and maintain a website for the RTSS in consultation with the RTSS team, Steering Group and other stakeholders as necessary.
4. Liaise with the Manager - RTSS and counselling and psychology contractors to develop systems for service provision.
5. Develop and review as necessary resources for consumers and stakeholders, to be determined in consultation with the RTSS team, Steering Group and other stakeholders as necessary, including but not limited to a promotional brochure/resource for distribution.
6. Assist with the coordination, and collaborate with, the Steering Group regarding partnerships and the development and outcomes of the service.
7. Assist the Manager – RTSS in relation to communications and media activities promoting the RTSS.
8. Liaise with educational institutions to assist with student placements.
9. Maintain accurate and appropriate records of all work undertaken for monitoring and reporting purposes.
10. Ensure confidentiality of all records, and that records are kept in-line with relevant legislative and confidentiality requirements.
11. Submit regular updates to the Manager and/or CEO as required to assist with all reporting requirements.
12. Other duties as requested by the Manager.

ESSENTIAL CRITERIA

1. Tertiary qualifications in Health Promotion, Health Science, Marketing / Communications, Community Development, Behavioural Sciences or other related discipline.
2. Highly effective interpersonal skills (including negotiation, written and verbal communication skills, report writing, public speaking skills and facilitating meetings).
3. Experience in planning, coordinating and evaluating projects.

4. Experience in building and maintaining relationships with a range of stakeholders including health professionals, the business community, funding bodies and all levels of government.
5. Demonstrated knowledge of marketing, promotion and media strategies.
6. Ability to show compassion and have an understanding of the process and effects of trauma.
7. High level of motivation and ability to work in a busy environment.
8. Ability to work both independently and be a successful team player.
9. Demonstrated competence in the Microsoft Office Professional suite of programs.
10. Valid WA Drivers Licence.

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 National Police Clearance and/or Working with Children Check may be requested prior to employment.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Name (Please Print)

Employee's Signature

Date

Supervisor's Name (Please Print)

Supervisor's Signature

Date

- Copy: Employee
- Supervisor
- CEO
- Other _____