



BRAND NEW Contract Role Until End Of 2023

Project Officer Business Capability Development Mission Health – Part-time (20 hours per week)

City Mission are looking for an exceptional Project Officer with initiative, excellent administrative capabilities, and outstanding people skills. The successful candidate will be required to document policies and procedures as identified in relation to efficient and safe management of Mission Health.

Essential Qualifications/Experience:

- Relevant qualification e.g., Business Administration
- Minimum of 3 years' experience in a similar position
- Demonstrated skills in business analysis and business capability development
- Good time management skills
- Ability to work with a diverse team
- Experience with MS Office suite
- National Police Check is required for all roles at LCM

Desirable Qualifications/Experience:

- Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.
- Knowledge of the primary health care system in Tasmania

The position is required to undertake business development and analysis tasks to increase the business capability of Mission Health and LCM in the primary health care space. The successful candidate will primarily be responsible for: development and documentation of policies and procedures, business analysis and reporting.

This will be a part-time position with a fixed term contract ending 31st December 2023 and salary will be based on the Social, Community, Home Care and Disability Services Industry Award [MA000100]. As a Public Benevolent Institution, LCM employees are eligible to Salary Package through our approved provider.

If you have a passion to work as part of a friendly team in a caring compassionate environment, knowing that our success will be directed towards individuals and families affected by homelessness, addiction and those who work to support them, we encourage you to apply.

Please send your written application **addressing the selection criteria** and your ability to effectively perform the primary tasks above to the Manager People & Culture, City Mission, PO Box 168, Launceston, or upload it to the SEEK website.

A full position description is available by phoning 6335 3000 during office hours or by emailing office@citymission.org.au or via our website – www.citymission.org.au/support-us/work-with-us

Applications close on Tuesday 14th March 2023 at 9:00am.