



# The Fred Hollows Foundation

## Job Description

<b>Name</b>	
<b>Job Title</b>	Central Australia Eye Health (CAEH) Project and Administration Officer
<b>Division</b>	Indigenous Program
<b>Position type</b>	Full time one year fixed term based in Alice Springs. Some interstate and remote community travel will be required.
<b>Reporting &amp; working relationships</b>	The Administration/Project Officer will be employed by The Fred Hollows Foundation (FHF) and will report to the Central Australian Eye Health Senior Coordinator (CAEHSC) of the Indigenous Program. The position is based in the FHF Central Australian Indigenous Program Office in Alice Springs.
<b>Date</b>	January 2010

<b>Role summary &amp; time allocation</b>	<b>% time</b>
<p>This job description defines the broad role of the CAEH Project and Administration Officer. The position would be in part administrative, supporting the current Senior Eye Health Coordinator (SEHC) in the delivery of the Central Australian Integrated Eye Health Strategy (CAIES) and Intensive Surgery weeks, and in part project based managing the FHF Ready Readers program, supporting the "Surgery Champions" pilot initiative across the Central Australia/Barkly regions, work actions and activities as agreed through the CAIEHS Work Plan November 2009 and where appropriate support other FHF Indigenous programs across the Central Australia/Barkly regions.</p> <p>The major responsibilities include -</p> <ol style="list-style-type: none"> <li>1. Secretariat support to the Central Australian Strategic Eye Health (CASEH) Advisory Committee and Central Australian Eye Health (CAEH) Operational Group.</li> <li>2. Project management of Ready Readers Program across Central Australia / Barkly regions.</li> <li>3. Provide project management support to the development, implementation and monitoring/evaluation of a "Surgery Champions" pilot across Central Australia/Barkly regions</li> <li>4. Other project management arising from agreed actions from the CAIEHS Work Plan 2009.</li> <li>5. Project management and administrative support for Intensive Surgery Weeks.</li> <li>6. General administrative support to the Central Australian FHF Office including filing, accounts and other duties as required.</li> <li>7. Other duties as agreed.</li> </ol>	<p>10%</p> <p>20%</p> <p>20%</p> <p>20%</p> <p>10%</p> <p>20%</p>

<b>Responsibilities and related tasks</b>	<b>Performance Objectives</b>
1. Secretariat support to the CASEH Advisory Committee and CAEH Operational Group.	Provide Secretariat support under supervision of CAEHSC to the two governance bodies of the CAIEHS namely CASEH Advisory Committee and CAEH Operational Group including; <ul style="list-style-type: none"> <li>• Scheduling, coordination and logistical management of meetings;</li> <li>• Preparation draft agendas and papers as required;</li> <li>• Stakeholder liaison; and</li> <li>• Preparation, distribution of minutes;</li> </ul>
2. Project management of Ready Readers Program across Central Australia / Barkly regions.	Undertake Project Management for the delivery, monitoring and day to day management of the Ready Readers Program across the Central Australia and Barkly regions including; <ul style="list-style-type: none"> <li>• Stakeholder engagement and management;</li> <li>• Provision of training to stakeholders;</li> <li>• Community awareness and education;</li> <li>• Monitoring stock and ensuring supplies;</li> <li>• Evaluation and monitoring of program.</li> </ul>
3. Provide project management support to the development, implementation and monitoring/evaluation of a “Surgery Champions” pilot across Central Australia/Barkly regions	Undertake Project support under supervision of CAEHSC for the new FHF “Surgery Champions” pilot, including: <ul style="list-style-type: none"> <li>• Project development</li> <li>• Stakeholder consultation and engagement</li> <li>• Implementation</li> <li>• Contract Management</li> <li>• Reporting</li> <li>• Monitoring and evaluation</li> </ul>
4. Other project management arising from agreed actions from the CAIEHS Work Plan 2009.	Undertake activities as agreed with CAEHSC arising from the CAIEHS Work Plan November 2009.
5. Project management and administrative support for	Provide Project management support with conjunction with CAEHSC for the

Intensive Surgery Weeks.	development, implementation and management of Intensive Eye Surgery Weeks including: <ul style="list-style-type: none"> <li>• Pre surgery patient liaison, including community travel;</li> <li>• Stakeholder management;</li> <li>• Additional medical staff coordination and logistics;</li> <li>• Patient accommodation and travel arrangements; and</li> <li>• Monitoring of accounts.</li> </ul>
6. General administrative support to the Central Australian FHF Office including filing, accounts and other duties as required.	Implement, manage and monitor effective office administration systems in line with FHF policies and procedures for: <ul style="list-style-type: none"> <li>• Records management;</li> <li>• Accounts payable; and</li> <li>• General office systems.</li> </ul>
7. Other duties as agreed	Working with the CAEHSC other duties as agreed. Full compliance with Policies and Procedures Manual Undertake training as agreed. Performance measures will be agreed when other duties arise

Authorised by HR Manager



.....  
Victoria Lipa

.....  
Date

***This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.***

I have read, understood and agree to meet the requirements of the job description.

.....  
Name

.....  
Signature

.....  
Date