

WANADA Purpose:

To lead a shared voice within the specialist alcohol and other drug service sector that drives and influences systemic change needed to achieve best community outcomes.

Vision:

Reduced harms associated with alcohol and other drugs for all Western Australians through a sector-led approach.

Values:

- Engagement
- Respect
- Leadership
- Equity

WANADA Key Result Areas:

- **Advocacy and Influence:** WANADA's leadership is effective, influencing policy and sector development decisions.
- **Sector development:** WANADA leads quality and evidence-informed sector-wide development.
- **Aboriginal Self-Determination:** WANADA advocates for and enables the implementation of Aboriginal self-determination within the alcohol and other drug sector.
- **Alcohol and other Drug Stigma and Discrimination:** WANADA leads a values-based systemic approach to reducing stigma and discrimination and enhancing empowerment.



Western Australian Network of
Alcohol & other Drug Agencies

Sector Development Senior Officer/ Coordinator

Position Description

March 2026

Position Title:	Sector Development Senior Officer/Coordinator
Responsible to:	2IC Sector Development Manager
Employment Basis:	Fulltime (or part time by negotiation)
Salary:	As per contract Terms and conditions of employment comply with the relevant award (<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>) and will be set out in an individual contract of employment.
Location:	Level 1, 46 Parliament Place West Perth, WA 6005

About WANADA

The Western Australian Network of Alcohol and other Drug Agencies (WANADA) is the peak body for the alcohol and other drug education, prevention, harm reduction, treatment and support services sector in Western Australia.

Reporting Relationships

The Sector Development Senior Officer/Coordinator will work under the direction of, and reports to, the 2IC | Sector Development Manager (Manager), who reports to the Chief Executive Officer (CEO). The CEO reports to the WANADA Board who oversees the governance and strategic direction of the organisation.

Position Description

While a Coordinator position is sought, the determination of the position as Senior Officer or Coordinator will be based on alcohol and other drug and/or other related sector experience across project management and/or activities that support development (service/program/projects, etc) that the preferred candidate brings to the position, taking into consideration future capability.

A Key Result Area of WANADA is to lead quality and evidence-informed sector-wide development. The Senior Officer/Coordinator will work with the Manager and other team members to action WANADA priorities and will coordinate and support sector development activity to drive effective, sustainable change and outcomes.

As a member of the WANADA team, a key responsibility is to work within the WANADA Principles of Practice, participate in WANADA's continuous quality improvement approach, and support other team members as needed. All WANADA staff are required to further all the organisation's Key Result Areas and meet relevant contractual requirements.

Position Objective

The Senior Officer/Coordinator's objective is to contribute to the continuous development of the alcohol and other drug service sector through a planned approach aligned with WANADA's Key Result Areas and associated priorities.

Position Responsibilities

The Senior Officer/Coordinator position responsibilities are:

1. Contribute to a planned approach to sector development activities
2. Coordinate and support implementation of sector development activities
3. Contribute to enhancing quality processes, capability building and cross-sector alcohol and other drug responsiveness for sector development activities
4. Other tasks as reasonably requested by the line manager or CEO.

Accountabilities and Performance Indicators

Function Area: Sector Development

Responsibilities	Performance Indicators
<p>1. Contribute to a planned approach to sector development activities</p>	<ul style="list-style-type: none"> • Contribute to analysis of alcohol and other drug sector capability to inform strategic planning and service supports • Contribute to systems and processes that enable maintenance and expansion of relationships to ensure project(s) success and sustainability of outcomes • Contribute and/or coordinate development of funding submissions, contractual management and report writing
<p>2. Coordinate and support implementation of sector development activities</p>	<ul style="list-style-type: none"> • Contribute to all stages of projects, including establishment, implementation, governance, evaluation and reporting • Maintain and monitor sector development activities, ensuring project/activity milestones are on track • Contribute to sustainability considerations • Effective staff management (guidance, activity plans, supervision, appraisal)
<p>3. Contribute to enhancing quality processes, capability building and cross-sector alcohol and other drug responsiveness for sector development activities</p>	<ul style="list-style-type: none"> • Maintain record of activities for the purpose of reporting, reflection and analysis, with consideration for sector development achieved as an outcome • Coordinate and support continuous quality improvement processes including activity evaluation and reflection • Coordinate linkages and information sharing between WANADA functional areas
<p>4. Action other tasks as reasonably requested by the line manager or CEO</p>	<ul style="list-style-type: none"> • Contribute as relevant to other WANADA activities and aligned to the Sector Development Senior Officer/Coordinator role

Key Selection Criteria

Essential:

1. A motivated and positive approach to work, with a willingness to continuously improve individual and organisational practice.
2. Excellent organisational skills, including the ability to manage competing demands, maintain records, and meet deadlines.
3. Strong critical analysis skills applied to desktop research, engagement outcomes and report writing.
4. Strong interpersonal and communication skills, including well developed written and oral presentation/engagement.
5. Demonstrated ability to work collaboratively in a small team environment, recognising own and others' strengths and limitations.
6. Experience in considering culturally responsive approaches, and willingness to develop enhanced cultural awareness.
7. **Strong competency in, and understanding of, project management requirements and experience in project delivery.**
8. Knowledge/experience and understanding of the not-for-profit sector, specifically the alcohol and other drug sector.
9. Relevant tertiary qualifications and/or demonstrated relevant experience

Desirable:

1. Understanding change management.
2. Understanding of quality and governance processes.
3. Current driver's license and ability to travel intra and interstate.