



Project Officer (Code of Ethics Review) 0.5 EFT

Please note: It is preferred that this position will be based at the AASW Melbourne National Office.

It may also be possible to work from our Canberra National Office.

If you are based outside Melbourne or Canberra and are interested in applying for this position, please contact Kym Daly to discuss.

Position Description

Australian Association of Social Workers

The Australian Association of Social Workers is the professional representative body of Social Workers in Australia. The AASW objectives are:

- To promote the profession of social work.
- To provide an organisation through which social workers can develop a professional identity.
- To establish, monitor and improve practice standards.
- To contribute to the development of social work knowledge and research.
- To advocate on behalf of clients.
- To actively support social structures and policies pursuant to the promotion of social justice.

Further information on the work of the AASW is available from www.aasw.asn.au

Role information

- The AASW is reviewing its Code of Ethics (A copy of the current Code of Ethics can be found at <http://www.aasw.asn.au/document/item/92>)
- The Association's current Code of Ethics was written in 1999
- The Project Officer will be responsible for operationalising the review of the Code of Ethics
- The Project Officer will work closely with a range of key stakeholders, including the Code of Ethics Review Committee (COERC), AASW members, and other national and international ethics experts
- A draft project outline is attached at the end of this document

Reporting

- The Project Officer reports to the National Ethics Officer
- The position will work closely with members of the Code of Ethics Review Committee (COERC), and other relevant stakeholders
- The Ethics Administration Officer will be available to provide some administrative support to this project

Key Relationships

The position liaises with:

- Ethics Team (the National Ethics Officer, National Ethics Panel, the Ethics Pool, the National Ethics Group and Branch Ethics Groups)
- Code of Ethics Review Committee
- Staff of the AASW
- Relevant AASW national committees
- Members of the AASW

Key duties

- Manage the AASW Code of Ethics Review project
- Develop, in consultation with the relevant stakeholders, a project consultation strategy
- Implement the consultation strategy, including facilitation of a range of face to face, telephone, written and online consultation processes
- Undertake literature reviews
- Analyse and synthesise consultation data
- CPE points will apply to many of the tasks associated with the position, and double points in the case of AASW appellation activities.

Qualifications, skills and attributes

Essential

The following qualifications, skills and attributes are essential:

- Qualified social worker (eligibility for AASW membership essential)
- Strong knowledge and understanding of the AASW Code of Ethics
- Excellent communication and interpersonal skills
- Excellent project management skills
- Previous experience in planning and managing complex projects involving multiple stakeholders
- Excellent consultation skills
- Stakeholder identification and engagement capacity
- High level facilitation skills
- Excellent writing skills
- High level research skills, including survey design and analysis
- High level IT skills, including the ability to use a range of information technologies for the purposes of conducting consultation processes
- Ability to resource, work with, take direction from, and make recommendations to a Committee
- Ability to work autonomously
- Demonstrated ability to meet deadlines and perform work to a high standard within tight time frames
- Demonstrated high level of initiative; excellent problem solving skills; time management and organisational ability

Preferred

- AASW membership is preferred

Terms and Conditions of Appointment

- The position is for 12 months duration
- The position is .5 FTE (2.5 days per week)
- The preferred working days are Monday, Tuesday and Friday (negotiable)
- The salary is \$60,000 per annum/pro rata + 9% superannuation
- **It is preferred that this position will be based at the AASW Melbourne National Office** (in Moonee Ponds). It may also be possible to work from our Canberra National Office. If you are based outside Melbourne and Canberra and are interested in applying for this position, please contact Kym Daly to discuss.
- A three month probationary period applies to this appointment

Referee Reports

- Referee reports are an important part of the selection process and will be obtained for all short listed applicants. Applicants are asked to nominate two referees who can support the application relevant to the key skills and duties of the position.

More information

- If you would like more information about this exciting position, please contact:
Kym Daly
National Ethics Officer
Ph: 03 9326 2333
Email: kymd@asw.asn.au

How to apply

- Please submit your Curriculum Vitae (including two referees), accompanied by a one page cover letter outlining why you are interested in this position and how you meet the required qualifications and skills.
- Please send your application by email to:
Kym Daly
National Ethics Officer
kymd@asw.asn.au
- **Applications close COB Friday 14 August 2009**

2009-2010 Review of the AASW Code of Ethics
Draft Consultation & Review Strategy

PLEASE NOTE: This strategy is still in draft form. It is being made available for the information of potential applicants for the Project Officer position. It will develop and change as the Code of Ethics Review Committee and Project Worker come on board.

1. Code of Ethics Review Committee

Convenors: Donna McAuliffe (National Ethics Group Convenor)
Gail Slocombe (National Ethics Group)

Members: Kym Daly (National Ethics Officer)
Additional members to be confirmed

2. Purpose of the Review

- To ensure the AASW *Code of Ethics* is in line with international and national best practice in social work and ethics
- To enable the AASW to be a leader in international contributions to best practice in social work and ethics
- To make clearer links between the AASW *Code of Ethics* and *Practice Standards for Social Workers*
- To make clearer links between the AASW *Code of Ethics* and the IFSW statement on ethics
- To ensure the AASW Code of Ethics is a user-friendly, and easy to read and interpret document for the public, our members and stakeholders
- To meet our requirements under Part A, section 8 of the AASW Constitution, which requires that the Code of Ethics be reviewed at least once every 7 years.
- To provide AASW members and other stakeholders with the opportunity to engage with and participate in the review of the Code of Ethics.

3. Performance indicators

- A relevant, up to date *Code of Ethics*, in line with international and national best practice
- A new *Code of Ethics*, of which members/social workers feel ownership, and which has connection and relevance to their practice
- Clear links and consistencies between the AASW *Code of Ethics* and Practice Standards for Social Workers
- Clear links and consistencies between the AASW *Code of Ethics* and the IFSW statement on ethics

4. Proposed consultation processes/activities

- Literature review
- Stakeholder identification
- Stakeholder engagement
- Establishment of key reference groups/committees
- "Call-in" week
- Focus group sessions
- National Ethics Think Tank
- Web based survey and other information technologies, such as online discussion forums/focus groups
- Consultation period on a new draft Code of Ethics
- International collaboration and consultation with key international ethics experts and commentators

For more information please contact Kym Daly (National Ethics Officer) on 03 9326 2333 or kynd@asw.asn.au