

POSITION DESCRIPTION

Senior Project Officer, Everymind



Hunter New England
Local Health District

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Hunter New England Local Health District
Position Classification	Health Mgr Lvl 1
State Award	Health Managers (State) Award
Category	Project Management Project Officer Senior Project Officers
Vaccination Category	Category B
ANZSCO Code	134299 Health and Welfare Services Managers nec
Website	www.hnehealth.nsw.gov.au

PRIMARY PURPOSE

Support the Program Manager and Project Lead to ensure the efficient and effective delivery of state and national mental health and suicide prevention projects. The Senior Project Officer will contribute to project planning, lead on certain aspects of project delivery and provide guidance, workflow and mentoring to Project Officers. This will be in collaboration with the Project Lead and Project Manager.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

KEY ACCOUNTABILITIES

- Plan and implement evaluation strategies for specific project components, under the direction of the Project Lead and Program Manager.
- Assist the Project Lead and Program Manager with project planning and the development of work plans for specific project components.
- Responsible for the completion of project activities according to an agreed work plan and budget, under the direction of the Project Lead and Program Manager.
- Develop a sound knowledge of issues relevant to a specific project, including knowledge of the mental health evidence base, suicide prevention evidence base, project stakeholders and target audience.
- Develop and deliver presentations, workshops or training sessions, ensuring the provision of clear, evidence-based information appropriate to the audience.
- Develop evidence-based written materials in a style and format that is appropriate to the purpose and target audience.
- Liaise, consult and negotiate with a range of individuals and organisations to build strategic partnerships and complete project activities.

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- Assist the Project Lead and Program Manager with the development of regular progress reports and evaluations to the funding body, ensuring project products and outcomes are delivered within designated timeframes and on budget
- Model and actively promote workplace behaviour that reflects the HNE Health Values Charter and NSW Health Code of Conduct; drive, lead and model behaviours to staff that reflect the Excellence Framework (Every Patient, Every Time) including 90 day action plans; accountability meetings; leader and service rounding; and ensure work is conducted in a manner that demonstrates values of cultural respect in accordance with HNE Health's Closing the Gap strategy
- Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures and relevant District procedures by identifying, assessing, eliminating / controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role and escalating to the appropriate Management level if the issue exceeds the extent of delegated authority for the role

KEY CHALLENGES

- Responding effectively to emerging issues at a day-to-day operational level and generating potential solutions for higher level problems.
- Maintaining a good knowledge of the evidence base for mental health promotion, prevention of mental illness and suicide prevention.
- Developing and maintaining positive relationships with external stakeholders.

KEY RELATIONSHIPS

Who	Why
Project Lead/Program Manager	Regular communication with managers is required regarding project planning and implementation status, challenges or opportunities identified, as well as operational or strategic issues
Other Project and Institute Staff	Participation in meetings and review of project status; and contribute to building organisational culture
A range of stakeholders, project partners or contractors and key organisations	Develop and maintain relationships to achieve project objectives

SELECTION CRITERIA

- Tertiary qualifications in health or social sciences relevant to mental health, health promotion and suicide prevention, and/or substantial proven work experience in this area.
- Experience in health related project work including project planning, implementation, problem-solving, evaluation and reporting.
- Demonstrated ability to work autonomously, with the capacity to contribute positively to a broader project team and manage project officer workflows.
- Demonstrated knowledge of evidence-based practice, including the capacity to understand and apply evidence to design and evaluate projects, or project components.
- Demonstrated high level written communication skills, with experience in the preparation and of literature reviews, research publications, reports and resources.
- Demonstrated high level oral and interpersonal communication skills, with experience in stakeholder

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- consultation and with the delivery of training and/or presentations for diverse audiences.
- Understanding of current policies, frameworks and issues relevant to project work, with the capacity to identify strategic implications for the design and delivery of projects.