

## POSITION DESCRIPTION

# 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 Support   Project Support Officer
Vaccination Category	Category B
ANZSCO Code	134299 Health and Welfare Services Managers nec
Website	<a href="http://www.hnehealth.nsw.gov.au">www.hnehealth.nsw.gov.au</a>

## PRIMARY PURPOSE

Ensure the efficient and effective day-to-day completion of project activities and deliverables, in collaboration with other project staff, as relevant to Institute projects in state and national mental health and suicide prevention projects.

## 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

- Contribute to team discussions and project planning.
- Complete project tasks according to an agreed work plan, under the direction of Senior Project Officers, Project Leads and/or Program Managers.
- Contribute to project evaluation, e.g. through drafting evaluation measures, collecting and analysing data, and summarising findings.
- Collect and collate information as required to support project planning and the completion of project activities.
- Assist in the preparation of materials to support training and presentations, including the development of a clear structure and adaptation of information to diverse audiences.
- Assist in the development of written materials appropriate to the target audience, e.g. reports, minutes, literature reviews, correspondence.
- Assist the Senior Project Officer, Project Lead and/or the Program Manager in the preparation of regular progress reports for funding bodies.
- Ensuring all project tasks are completed on time according to the work plan, or that alternative timelines are negotiated.
- Act in accordance with the HNE Health Values Charter and NSW Health Code of Conduct; model

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behaviours that reflect the Excellence Framework (Every Patient, Every Time); and ensure work is conducted in a manner that demonstrates values of cultural respect in accordance with HNE Health's Closing the Gap strategy

- All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any policies/procedures relating to health or safety in the workplace that are known to them, as well as notifying any hazards/risks or incidents to their managers

## KEY CHALLENGES

- Ensuring that information gathering tasks are undertaken efficiently but comprehensively to support project goals.
- Developing and/or maintaining an understanding of the evidence base for the project, in terms of mental health promotion, prevention of mental illness and/or prevention of suicide

## KEY RELATIONSHIPS

Who	Why
Project Lead & Snr Project Officer	Collaboration and guidance on work prioritisation
Other Institute staff and project team members	Contribute to building organisation culture and provide project updates or to assist in completing project tasks
A range of stakeholders, project partners or contractors and key organisations	Maintaining effective relationships as required by the project plan or in response to enquiries

## SELECTION CRITERIA

1. Relevant tertiary qualifications in health, social science or related disciplines
2. Capacity to undertake project-related tasks relevant to prevention and promotion work, including literature reviews, consultation, data analysis and report writing.
3. Capacity to work effectively and cooperatively within a team environment and to work autonomously without supervision
4. Understanding of evidence-based practice and evaluation, including the capacity to critically review publications and to collect and analyse research or project data
5. Written communication skills with experience in writing in a variety of formats, including formal reports and materials for project resources
6. Verbal communication skills with demonstrated ability to liaise with stakeholders from a range of sectors and with members of the wider community
7. Awareness of current policies and frameworks relevant to mental health promotion, illness prevention and suicide prevention, at a state and national level.
8. Experience in the advanced use of Microsoft Office software and other computerised systems