

NDIS Psychosocial Workforce Project Manager

Position Description

Date: 03 December 2019	Name of Employee:
Reports to: Director – Workforce Development and Learning	Direct Reports: Multiple
Conditions: <ul style="list-style-type: none"> Fixed Term – Part-time Contract – commencing in April 2020 for a 15-month period, with the possibility of extension. 4 days / Total 30 hours per week – with scope to negotiate days/distribution. Employment Agreement 2015-2018 – Level 7. \$92,972.88 – 96,857.80 per annum (38 Hours per week, pro rata 30 hours per week) plus 9.5% Superannuation Salary Packaging is available The position is based in Elsternwick Victoria, at Mental Health Victoria's offices 	

MENTAL HEALTH VICTORIA

Mental Health Victoria is a not-for-profit, independent, organisation providing thought leadership and informed policy perspectives on mental health reform to ensure that people living with mental illness can access the treatment and support they need. Our membership is drawn from organisations that work within or intersect with the mental health system.

Mental Health Victoria specialises in public policy, workforce development and training, and services that build individual, organisational and community capacity. Mental Health Victoria translates best evidence into practice for the benefit of its members and their staff, consumers and communities.

Our services, resources and advocacy efforts are informed by Australian and international best practice.

Our Mission

Is to drive system reform to ensure that people receive the mental health care they need.

Our Purpose

Is to ensure that people living with a mental illness can access effective and appropriate treatment and community support to enable them to participate fully in society.

Our Values

Service - we strive to understand the needs of those we serve and deliver accordingly;

One Team - working together respectfully, valuing each other, to deliver the best outcomes for Members;

Integrity - each individual is accountable for their actions, their honesty and doing the right thing;

Courage - having the courage to deal with change - thinking boldly and finding new ways of doing things;

Achievement - pursuing personal, team and organisational excellence.

SUMMARY OF ROLE

This is a newly created role to provide leadership and project management to Mental Health Victoria's Psychosocial Workforce Team and associated projects.

Central to the role is the Project Management of two key workforce development projects.

The first project is focussed on Victoria, has already commenced, and is fully staffed. This project completes in April 2021.

The second project has a national focus and will commence in January 2020, running through to June 2021.

The role will lead the establishment of the national project, including detailed project planning and establishment, and the recruitment of additional project staff.

There are very strong synergies across the projects providing the national project with a strong starting position.

The MHV Psychosocial Workforce Team is supported by and works closely with MHV's Workforce Unit along with other MHV business units.

The Psychosocial Workforce Projects

1. MHV NDIS Workforce Development (Psychosocial Capabilities) Project (2019-2021)

This Victorian project is focussed on the development of a Capability Framework (completed) that will be translated into a workforce capability building program, including the design, production, and delivery of innovative, predominantly digital, professional development programs for workers in the NDIS providing supports for people living with psychosocial disability.

2. NDIS Recovery-oriented Psychosocial Disability Support Project – Growing National Workforce Capability Development

This project will identify and lead a market informed, national approach to professional development that increases the skills and knowledge base around Recovery-oriented Psychosocial Disability Support (ROPDS) across the NDIS.

- I. The project will identify emerging best practice and create national linkages to provide a modern context to ROPDS incorporating the experiences of service providers, staff and participants.
- II. The focus will be on working with providers and their workforces to develop a shared understanding of core competencies, professional development needs and a common approach to expand capacity and capability to support participants with psychosocial disabilities.
- III. This will be achieved collaboratively across jurisdictional boundaries, to identify gaps and map preferred methods for training frontline staff, focussing on NDIS Support Workers.
- IV. Information gathered will be used to influence future national training packages/qualifications.

About the MHV Psychosocial Workforce Team

The team currently includes three part-time staff with roles centred on:

- subject matter and instructional design
- digital learning platforms and resource production
- Information management, research, communications/stakeholder engagement.

The NDIS Psychosocial Workforce Project Manager, in consultation with the Director, Workforce Development and Learning will lead the recruitment (including role design) of additional staff to support the national project.

About the work

The NDIS Psychosocial Workforce Project Manager will lead MHV's Psychosocial Workforce Team and the successful completion of the associated projects. This will include the application of project management principles and tools to the work; including management and coordination of project staff and effort.

The role will also play a key part in all aspects of stakeholder management and engagement. This will be particularly important with regards to the national project where a number of new stakeholders and relationships will need to be established and maintained.

From time to time the role will also provide advice internally in relation to the NDIS Program, and in particular the provision of services for people living with psychosocial disability, supporting MHV's ongoing engagement in this area at a policy level.

KEY RESULT AREAS (KRA's) AND ASSOCIATED TASKS/ACTIVITIES

Project Management

- Planning
- Review and Reporting
- Budget management
- Project Governance support including Project Control Groups

Project Delivery

- Review, integration and synthesis of the different project components developed by individual project team members; towards delivering overall project outputs and deliverables

People/Team Management

- Recruitment
- Support and supervision
- Coordination of effort and outputs to ensure cross-project alignment and consistency

Stakeholder Engagement and Management

- Identification, engagement and relationship development with stakeholders

General responsibilities

- Positively represent Mental Health Victoria and the project at all times
- Develop and maintain a culture that consistently represents Mental Health Victoria's values
- Provide a client-friendly service that caters for, and delivers on, community and sector needs and ensures the delivery of quality customer service
- Adhere to Mental Health Victoria's policy and procedures and workplace/industry requirements
- Be involved in evaluations of performance as an ongoing part of continuous improvement
- Seek assistance from relevant Mental Health Victoria staff as required
- Use equipment provided in a professional manner
- Promote the project and profile of Mental Health Victoria to the sector and other relevant parties
- Other duties as directed.

AUTHORITY

The NDIS Psychosocial Workforce Project Manager, in consultation with Director Workforce Development and Learning, will operate under limited direction, exercising the full range of authority and responsibilities consistent with a Project Manager role.

KEY SELECTION CRITERIA

(Qualifications, Experience and Competencies)

Essential

- Extensive project management experience
- Knowledge of and experience in mental health service provision
- People and team management experience
- Stakeholder management experience
- Strategic thinking and problem solving abilities

Desirable

- Workforce development / learning and development experience (particularly digital learning)
- Project management experience in national projects
- Knowledge of and experience in NDIS psychosocial disability service provision, including:
 - Overall system; service delivery practice; provider organisations and/or workforces