

POSITION DESCRIPTION

Position title: Project Officer

Time fraction: 0.8 – 1.0

Salary Range: SCHADS Level 4

Reports to: This position reports to the Senior Policy and Communications Officer

Location: Tandem Office, Abbotsford

1. WHO WE ARE

Tandem is the Victorian peak body representing family and friends supporting people living with mental health issues. Tandem's mission is to provide leadership and coordination for the community of individuals and organisations who seek better outcomes for Victorian mental health carers.

What we do

- We advocate for family and friend involvement in planning and care, participation in system change and support.
- We promote and support the development of the Mental Health Carer Workforce and leadership.
- We inform and empower family and friends to access the National Disability Insurance Scheme (NDIS).
- We promote and collaborate on the delivery of training on family inclusive practice for mental health professionals.
- We provide information, education, and training to family and friends supporting people with mental health issues.
- We support and advocate for the diverse needs of family, friends and other supporters of people living with mental health issues.
- We collaborate on research and policy development on matters in relevant areas.
- We raise community awareness about the important role of family and friends in mental health recovery.
- We administer the Carer Support Fund, which provides financial assistance to carers of people registered with Area Mental Health Services in Victoria.
- Tandem's members include family and friends (carers and former carers), organisations providing mental health services, regional carer networks and support groups.

2. SCOPE OF THE POSITION

Tandem's Senior Project Officer will lead project work and provide guidance for the participation of family and friends in policy, service and systems development across Victoria, consistent with the Lived Experience Engagement Framework DHHS 2018.

3. KEY RESPONSIBILITY AREAS

The position is a key part of the team involved in a range of projects, in order to ensure that the diverse voice of family and friends supporting someone with mental health challenges and psychosocial disability across the life span, culture, gender, socioeconomic and rural and regional spectrum are heard by policy makers and stakeholders whilst building our profile and increasing our membership. This work will include providing support for family and friends to participate in the Royal Commission into Victoria's Mental Health System. It will also be part of a team ensuring that families and carers around Victoria are kept up to date with the commission activities and progress, and that they are facilitated to be represented at the commission, both by direct participation and through Tandem's statements and positioning.

The position works with the team to ensure that carers and stakeholders are well informed about Tandem activities and sector information and utilize information gathered through carer engagement.

The Officer needs to be compassionate and competent in:

- Dealing with complex and sensitive issues.
- Ensuring timely referrals are made to additional appropriate supports.
- Representing Tandem in a professional and appropriate manner.

4. DUTIES

4.1 Carer Engagement:

- Attend meetings and consultations as required

4.2 Project work:

- To deliver project outcomes and participate in submission writing.
- Work with various teams on projects as required

4.4 Other

- Carry out all duties in accordance with Tandem policies and procedures, and legislative frameworks.
- Other duties as required

5. SELECTION CRITERIA

5.1 Key Selection Criteria

- Tertiary qualification in health or related social science field
- Demonstrated knowledge of the mental health system & services
- High-level organisational skills
- Excellent conceptual skills with the capacity to understand complex material
- Experience dealing with a diverse client mix including carers with complex needs
- Research skills
- Excellent problem solving skills; ability to develop solutions
- Excellent oral and written communication skills including capacity to develop policy and explanatory reports
- High level computer skills
- A current Victorian Drivers Licence and independent travel capability.

5.2 Other Criteria

- Sensitivity to the issues facing carers and consumers of mental health services, including those from diverse cultural and linguistic backgrounds across the life span.
- A commitment to social justice and the rights of family and friends of people living with mental health challenges.
- High-level negotiation skills, and experience in conflict resolution.
- Ability to develop key relationships and work collaboratively with state-wide stakeholder groups.
- Ability to identify a range of issues requiring referral, and refer appropriately.
- Capacity to work effectively in a collaborative and consultative manner
- Excellent 'people skills' including sensitivity and perceptiveness

5.3 Desirable

- Lived experience as a family member or friend supporting someone with mental health issues.
- Knowledge of the NDIS

6. REMUNERATION & CONDITIONS OF EMPLOYMENT

Salary and conditions

SCHADS Level 4. Salary packaging plus meals and entertainment allowance is also available.

Additional requirements

A probationary period of six months applies.

Police checks are mandatory for all new appointments.

A Working with Children Check will be required.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

SIGNED BY EMPLOYER

.....

.....

DATE:

Date: