



National
Eating Disorders
Collaboration

Position Description

Primary Health Project Manager
NEDC

MISSION STATEMENT

The National Eating Disorders Collaboration (NEDC) is an initiative of the Australian Government Department of Health.

It is a collaboration of people and organisations with an expertise and/or interest in eating disorders.

VISION

The NEDC's vision is to ensure:

- Eating disorders are a priority mainstream health issue in Australia;
- A healthy, diverse and inclusive Australian society acts to prevent eating disorders;
- Every Australian at risk should have access to an effective continuum of eating disorders prevention, care and ongoing recovery support.

MISSION

Develop a nationally consistent, evidence-based approach to the prevention and management of eating disorders in Australia.

OBJECTIVES

The NEDC aims to improve the health outcomes of people with, or at risk of developing, an eating disorder in Australia. We recognise the need to take a long-term approach to the promotion, prevention and early intervention for eating disorders.

To achieve our objectives, the NEDC engages in the following actions and activities:

1. Works collaboratively to develop eating disorders knowledge
2. Promotes evidence-based information
3. Develops and promotes consistent national standards
4. Communicates the evidence

1. NEDC Overview

The National Eating Disorders Collaboration (NEDC) is funded by the Australian Government Department of Health to develop a nationally consistent, evidence-based approach to the prevention and management of eating disorders in Australia. NEDC has nearly 4000 members from Australia and internationally.

The NEDC works to develop a nationally consistent, safe and accessible system of care for the prevention and management of eating disorders in Australia. NEDC has created a large body of evidence-based information and resources which establish standards for information, prevention and treatment of eating disorders. NEDC engages a significant group of stakeholders, experts, and people and organisations involved in eating disorders to enable effective dissemination and supported uptake of this information. NEDC synthesizes research, clinical expertise and lived experience in national standards and workforce initiatives which aim to build a safe, consistent and accessible system of care for eating disorders.

NEDC is funded by the Australian Government Department of Health and coordinated by The Butterfly Foundation (Butterfly). Butterfly is Australia's largest not for profit organisation dedicated to supporting people with eating disorders and negative body image and the people who care for them. Butterfly is dedicated to bringing about change to the culture, policy and practice in the prevention, treatment and support of those affected by eating disorders and negative body image.

2. Purpose

The primary purpose of the role of Primary Health Project Manager, NEDC is the coordination and delivery of Primary Health Networks (PHN) projects. This involves overseeing all aspects of project management and implementation including setting deadlines, assigning responsibilities, monitoring and summarising project progress, and working closely with NEDC project team to deliver projects on time within budget and within scope. The role also contributes to the strategic and operational leadership of the NEDC, supports team cohesion and development, and helps ensure that key project deliverables are achieved.

Reporting to the National Director NEDC, this position is responsible for the line management and supervision of the Clinical Resource Project Coordinator NEDC.

3. Accountabilities & Responsibilities

Planning and delivery of PHN project activities

- Build and maintain relationships with key stakeholders and collaborative partners, particularly within primary health and relevant peak body contexts, and develop opportunities for mutually beneficial partnerships
- Engage all PHNs in sector-wide communications via regular updates, e-bulletin articles on specific topics, and the dedicated PHN resource section on the NEDC website

- Facilitate NEDC's PHN Expert Advisory Group (EAG) of PHN leaders to inform NEDC's initiatives in the sector
- Work with PHNs to pilot and implement the NEDC Eating Disorder Quality Improvement Self-assessment and Scoping tool for PHNs
- Develop an Eating Disorder Service Development Framework for PHNs which maps out steps for PHNs to implement evidence-based service plans for eating disorder care – from policy and leadership endorsement, through service and workforce planning, service commissioning, coordination of local resources and professional development to data collection and evaluation
- Partner with one PHN in a pilot project to trial the PHN Eating Disorder Service Development Framework, taking an action research approach to evaluation, supporting the development of local solutions to meeting system of care standards, and facilitating access to practical resources including training
- Develop a detailed project plan to monitor, track progress and measure performance of PHN project activities
- Represent NEDC in a variety of contexts including to various agencies and professional networks
- Prepare reports on project activities to meet NEDC reporting requirements in conjunction with other members of the NEDC team

NEDC operations

- Support the National Director in the development and delivery of strategic plans and related activities
- Provide line management and supervision to the NEDC Clinical Resource Project Coordinator ensuring the staff member in this role is supported to achieve key performance indicators and personal professional development goals
- Support the adoption of project methodology and monitoring across the NEDC team as part of continuous quality improvement
- Support the management of the NEDC budget

4. Selection Criteria

To be successful in this position, the applicant will demonstrate the essential qualifications, skills and knowledge listed below. In addition, the desirable skills, knowledge and behaviours listed will be beneficial to success in this position.

Essential

- Tertiary qualifications in health, social sciences, education, community development or a related discipline
- Demonstrated project management skills, including experience in developing, implementing and evaluating projects successfully and within agreed budget, scope and timeframes
- Strong interpersonal, relationship building, client engagement and communication skills (verbal and written)
- Excellent organisational capacity, including time management skills, high level of accuracy, attention to detail and proven ability to follow tasks through to completion
- Knowledge of Primary Health Networks (PHN) and their purpose

- Intermediate computer skills, including the use of Microsoft Office and online survey applications.
- A proven team player who can also work well autonomously
- An understanding of eating disorders and body image issues and their impact on mental and physical health
- Understanding of the principles of evidence-based practice and their application in a health context
- Demonstrated experience coordinating and facilitating stakeholder engagement activities, education events, consultation and other initiatives
- Ability to undertake some inter and intra-state travel and work outside business hours as required
- Must hold a full (unrestricted) Australian drivers licence and have access to a reliable car for work related travel when required

Desirable

- Experience working in, or with, the primary health sector
- Interest in improving access to treatment for people experiencing eating disorders and their families/supports
- Experience in line management
- Demonstrated experience working in a mental health setting or an area relevant to NEDC key stakeholders (e.g. education, general practice, allied health, primary health care, health promotion)
- Experience in a similar not-for-profit or charitable NGO environment
- Flexibility to adjust to changing circumstances
- Self-motivated and demonstrates initiative
- Motivated to continually extend own learning and development

5. Other Requirements

- Act in a professional manner that reflects positively on the NEDC and contributes to effective team functioning.
- Be committed to the safety and well-being of all children and young people accessing services collocated with the NEDC and contribute to a child-safe and child-friendly environment.
- Strive to act in accordance with the vision, mission and objectives of the NEDC and work to assist the NEDC in achieving its aims.
- Follow the NEDC's and Butterfly's policies and procedures.
- Follow/participate in occupational health and safety measures.
- Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and any service users.

- It is a requirement of all positions at Butterfly that the person has a Working With Children Check clearance (pass). This includes NEDC staff.
- It is a requirement that all clinically qualified employees submit proof of registration with a recognised professional body on commencement and undertake to keep the NEDC informed of any changes to their registration.
- All staff are expected to have the ability to eat in a healthy, relaxed, flexible manner in the company of others, and to model an appropriate relationship with food and body.

6. Diversity Statement

Butterfly and the NEDC acknowledge Aboriginal and Torres Strait islander people as Australia's first people and traditional custodians.

Butterfly and the NEDC are committed to embracing diversity and welcomes all people irrespective of body type, ethnicity, lifestyle choice, faith, age, sexual orientation and gender identity.