

Position Details:

Position Title:	Project Support Officer
Employment Type:	Full Time to 30 June 2021 (subject to funding)
Hours of Work:	1 FTE
SCHCADS Award	Level 3

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is a member based peak body. We represent and promote the interests of community managed mental health services and have a strong commitment to enabling better access and outcomes for every Tasmanian.

Our purpose: Improving mental health for all Tasmanians

Vision: All Tasmanians have awareness of and value their mental health and wellbeing

Values: Compassionate and respectful, collaborative, and supportive, responsive, and adaptive, leading and engaging

Position Summary:

The Project Support Officer will assist in the delivery of project goals across the MHCT with a focus on research, writing and policy analysis. The Project Support Officer will develop briefing papers and summary reports, and support the media and communications team in the monitoring of government and media mental health activity.

Relationships:

Reports to:	Operations Manager
Direct reports:	Nil

Duties and Responsibilities:

- Respond to telephone and website enquiries
 - Maintain MHCT stakeholder registers and contact lists
 - Support project work across the MHCT as directed
 - Undertake research and policy analysis to support the work of the MHCT
 - Develop briefing papers and summary reports on research findings
 - Monitor national and state media, and government activities as related to mental health
 - Support the Social Media activities of MHCT as directed
 - Support the planning and promotion of MHCT events
 - Work collaboratively with the CEO, management team and MHCT staff
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Required Skills and Personal Attributes:

The position requires a self-motivated professional with experience in policy research and analysis and an interest in public health, mental health, and policy. Strong administrative skills together with highly developed communication and writing skills are an essential requirement, as is the ability to support multiple projects.

Key Performance Indicators:

- Telephone and website enquiries are responded to in a timely and appropriate manner
 - Stakeholder registers and contact lists are regularly reviewed, and remain current
 - Effective and timely support is provided across MHCT projects
 - Research and policy analysis is relevant and completed as directed
 - Briefing papers and summary reports are provided within required timelines
 - Relevant Government announcements and media releases are monitored and circulated
 - Scanning of media activity, including social media relating to mental health is undertaken daily and circulated to the MHCT Board, staff, and stakeholders
 - Social Media posts are relevant, engaging, and timely
 - MHCT events are well planned and promoted
 - Regular updates are provided to the Operations Manager
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Selection Criteria:

Essential criteria:

- Experience in policy research and analysis
- Demonstrated experience in supporting projects
- Well-developed written and oral communication skills
- Ability to manage multiple priorities to meet deadlines
- Strong organisational and administrative skills with intermediate computer literacy
- Experience in managing Social Media accounts
- Current drivers' licence

Desirable criteria:

- Experience or an interest in public health, mental health and / or policy
- Experience in health promotion