

Position Description



Position title	Education Project Advisor (Governance and Reporting)
Team/Group	Education and Families
Work level	3
Position reporting to	Education Performance and Evaluation Lead
Employment Type	0.8-1 FTE – Fixed Term until 30 June 2021

Vision, mission and values	<p>Beyond Blue's vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone's mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.</p> <p>Beyond Blues values are Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.</p>
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Position purpose	<p>The Education Project Advisor (Governance and Reporting) is responsible for leading the delivery of key project management functions across Be You and the broader Beyond Blue Education program: governance, risk management and reporting. Governance functions include secretariat support and coordination of the Be You Project Steering Committee.</p> <p>This role is designed to support quality assurance activities with particular focus on reports for internal and external stakeholders, risk management, quality improvement and governance in alignment with Beyond Blue policies and procedures.</p> <p>Reporting to the Education Performance and Evaluation Lead, this role will work closely with the Education Policy and Strategic Relations, Education Engagement, and across Be You Delivery and Be You Major Projects.</p>
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Role dimensions	Direct Reports	Nil
	Overall team	Education Performance and Evaluation Lead, Education Evaluation Advisor (x 2), Education Project Advisor (Governance and Reporting) and Performance and Evaluation Coordinator
	Financial Delegation	As per the Delegations of Authority Policy

Key accountabilities	<p>Lead the delivery of key project management functions in governance and risk management including the coordination of risk registers for Be You and broader Education program, in accordance with Beyond Blue policies and processes.</p> <p>Lead the delivery of reporting functions including Department of Health, delivery partner reporting, and all internal and external reporting for Be You and the broader Education. Provide advice and input in the design and development of strategic reporting activities and support the implementation of processes and</p>
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systems to capture data, provide analysis and present commentary on emerging trends.

Provide coordination and secretariat support activities for the Be You Project Steering Committee. The Education Performance and Evaluation team is responsible for logistics, preparations, briefings and secretariat support.

Support the development and implementation of the Quality Integrity Framework and facilitate a continuous improvement approach across Be You and the broader Education program activities with a particular focus on governance and quality assurance.

Support Be You project management processes to ensure processes align with the Beyond Blue procedures.

Monitor and record all relevant stakeholder related activity and interactions within the Customer Relationship Management (CRM) system.

Provide high quality written documents including briefing notes, preparation of contracts and agreements, and project management documentation; and provide input into the development of key reports, including Board reports, Beyond Blue external reporting and ad hoc reports as required.

Provide support to Be You staff in their roles through the provision of reporting templates and processes, as well as capacity building through knowledge sharing and skill development in the areas of governance, risk and quality assurance.

Be responsive to additional duties that may arise, as requested by the Education Performance and Evaluation Lead.

Key behaviours

Build and maintain effective relationships with internal and external stakeholders to ensure clear communication and workflows.

Communicate openly and transparently, following risk management escalation processes as necessary.

Work collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives.

Qualifications and key selection criteria

Essential

A tertiary qualification in a relevant discipline.

Demonstrated experience in program or project management with a focus on supporting governance, risk management, program improvement and reporting.

Experience in supporting the development and implementation of a quality integrity approach that allows for continuous improvement and innovation.

Proven ability to design and prepare reports and project documentation including project plans, budgets, briefing notes, project summaries/updates, correspondence, and reports with a high level of attention to detail and the ability to analyse and present information for a variety of audiences.

Advanced written and verbal communication skills with ability to readily adapt to communicating effectively to any given audience.

Willingness to commit to and work in line with the Beyond Blue Values

Desirable

Experience in agile project management
Experience working on mental health promotion initiatives
Experience working within the education sector
Experience working within the not-for-profit sector

**Additional
information****Health, safety and wellbeing**

Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy

Pre-existing injury

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.

Equal opportunity

Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Cultural competency

Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.

Employment is subject to:

A current Police Record Check
Proof of the right to work in Australia
