Project Manager – Mental Health & Alcohol and Other Drugs

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| Location | Cairns, Townsville or Mackay |
| Position type: | Full time (3 month contract) |
| Hours of Work: | 38 Hours per week |
| Reports to: | Executive Director Clinical Governance and Performance |

Our values

**Collaboration**We work together successfully by valuing, appreciating, and contributing as a team. We build collaborative strategic partnerships for the good of our community.

**Equity**  
We work in a fair and non-judgemental environment where all views and opinions are considered equally. We treat all stakeholders the same and work to reduce inequalities in health for the most disadvantaged.

**Innovation**We support an environment that fosters creative, innovative, and solution-focused ideas. We work in partnership with our stakeholders and encourage new, innovative, and creative work to solve complex societal problems.

**Integrity**We are open and transparent in our decision-making and deliver on our promises.

**Respect**We encourage and give people the opportunity to communicate by listening, acknowledging, and appreciating what they have to say in a supportive and professional manner. We act in a professional manner at all times to build strong relationships even in the absence of agreement.

**Access**

We support better and more timely access to Primary Health Care by working collaboratively with multidisciplinary teams. We consider the financial, organisational, physical accessibility and acceptability and social or cultural barriers that limit the utilisation of Primary Health care services.

Role summary

This role is responsible for leading a collaborative approach across the organisation to facilitate delivery of MH & AOD commissioned services and projects to be implemented in a flexible way and will be required to work in a proactive and collaborative manner with internal and external stakeholders to achieve targeted outcomes.

Key responsibilities

* Work closely across the clinical governance and operational teams in relation to MH & AOD associated commissioned services and programs for NQPHN.
* Liaising with regional Hospital and Health Services (HHSs) and other stakeholders regarding a planned regional approach to implementing MH & AOD commissioned services and projects to ensure complementarity and flexible, efficient service delivery.
* Liaising with mental health consumers in relation to a planned regional approach to implementing the MH & AOD commissioned services and projects in northern Queensland.
* Applying evidence-based knowledge and understanding of the National and Queensland health systems, the National Mental Health reform agendas, community health and service needs, service delivery, clinician challenges, and clinical pathways in designing commissioning activities.
* Contributing to the strategic development of NQPHN for all MH & AOD commissioned services and projects.
* Ensure that current projects are delivered on-time, within scope, and within budget.
* Manage and oversee commissioned activities across the region in consultation with internal and external stakeholders.
* Establish and maintain strong relationships with relevant industry stakeholders in and across the region.
* Prepare tender documentation, assist with completion of contract documentation as part of the commissioning process.
* Proactively monitor MH & AOD commissioned services and projects key performance indicators and provide written progress reports.
* Fulfil reporting requirements by collecting, collating, and communicating relevant data required to meet the obligations of NQPHN.
* Represent NQPHN on relevant committees, advisory groups, and at events as they relate to the role and organisational objectives.
* Support internal and external quality improvement initiatives, identify issues in common, and use this to build innovative solutions.
* Support and develop strategic and operational planning through established governance processes and translate strategic objectives to regional projects goals and activities.
* Review and monitor overall financial reporting and budget management activities across the MH & AOD commissioned services and programs, as allocated.
* Ensure that all organisational policies and procedures are fully implemented and adhered to within your area of responsibility and meet the organisations requirements and legislation.
* Ensure the safety of yourself and others in line with the organisations Workplace Health and Safety policies and procedures and the Workplace Health and Safety Act 2011.
* Perform other duties reasonably required as directed.

Key selection criteria

* Tertiary qualifications in a health related or human services discipline and/or 3 years leadership position, preferably within non-government, mental health or primary health care services, or other relevant experience.
* Knowledge and application of contemporary population health concepts and demonstrated high-level understanding of opportunities and challenges for the non-government MH & AOD sector in North Queensland region.
* Significant high-level knowledge of, or ability to conduct cohesive networking and stakeholder engagement of MH & AOD commissioned services and projects and the primary health sector across the NQPHN region.
* Demonstrated experience in leading and managing MH & AOD projects within a community engagement context.
* Demonstrated ability to work with diverse communities in the Aboriginal and Torres Strait Islanders, and Australian South Sea Islanders regions.
* Demonstrated experience in leading, developing, and contributing within a team environment.
* Demonstrated experience in the leading and management of procurement and contract activities.

Other requirements

* Must hold a current Queensland Drivers licence.
* Provide a National Police Check not less than three months old.
* Be able to meet the requirements of a Working with Children (Blue Card) Queensland.

Capability Framework

NQPHN has a capability framework in place; this role has the following core competencies and expected levels.

| Core Competency | Skilled |
| --- | --- |
| Teamwork and Team Leadership | * Assumes accountability for work delegated to others (peers, team members, experts, etc.). * Works with teams with complementary skills/expertise. * Encourages people with opposing viewpoints to express their concerns. * Resolves conflict among team members sensitively and fairly. * Helps others learn from experience and development initiatives. Recommends readings, trainings and other resources. * Continually acquires and applies new knowledge and learning to improve job performance. * Provides constructive feedback to others. |
| Resource Management | * Allocates and controls resources within own area of responsibility/ scope of assignment. * Identifies needs for resources to effectively support current initiatives, services and offerings. * Manages assignments’ delivery process and deadlines. |
| Flexibility and Continuous Improvement | * Seeks best practices inside and outside the Organisation to anticipate change. * Stays open-minded and encourages others to bring new perspectives. * Stays aware of the organisational objectives and monitors current developments and trends that may affect implementation of organisational direction, programmes or plans. * Helps others understand the strategic goals of the Organisation and how their work relates to these. |
| Stakeholder Engagement and Communications | * Writes on complex and highly specialised issues. * Conveys critical nuances and qualifiers to facilitate complete understanding of the material. * Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area. * Identifies and creates opportunities to initiate new connections that will facilitate the achievement of strategic goals within own area. |
| Quality Management | * Understand Quality managements systems, and their impact on organisational governance, as well as basic tenets of ISO90000. * Assist in the evaluation and monitoring of quality management systems. * Ensure staff are utilising quality management systems. * Collate and provide feedback to senior management on utility of quality management systems. |
| Strategic Thinking and Innovation | * Clearly communicates and operationalises the strategic vision. * Able to engage with the organisation as a whole and influence strategic decisions. * Leads team’s strategic thinking. * Takes a long-term, evidence-based approach to decision making, and considers all consequences before acting. * Encourages creativity and innovation through continuous improvement. * Inspires others to contribute to strategic goals. |
| Governance and Risk | * Communicates governance requirements clearly to ensure compliance. * Seeks and applies benchmarking/best practices to improvement strategy development or application. * Has a comprehensive understanding of the legal governance surrounding the engagement with public and service users and operates effectively within such parameters. * Models risk management. * Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety. * Ensures a safe workplace. |
| Project and Program Management | * Develops effective project plans and cost schedules. * Applies effective project controls to deliver complex projects or get project back on track. * Ensures full visibility of project’s financial performance. * Applies best practice program management experience. * Provides expert advice and facilitation on program tracking/reporting/assurance/quality control, information management, financial accounting, risk/issue tracking, change control and knowledge management/learning structured in ways that best meets program objectives. * Ensure appropriate program management information exchange occurs. * Takes responsibility for the work of others and allocation of resources. * Provides complete planning service utilising other resources. * Develops project strategies and optimises project execution within constraints of time and money. * Able to handle multiple project with substantial personal autonomy. |

*This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.*