

ROLE DESCRIPTION

Role Title:	Practice Development Officer
Role reports to:	Manager, Workforce Development
Role Created/ Reviewed Date:	June 2021
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ORGANISATION

Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence based practice into the Australian context. Emerging Minds strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

Emerging Minds leads the delivery of The National Workforce Centre for Child Mental Health, funded by the Australian Government. This initiative:

- develops innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health of infants and children;
- supports the development of knowledge, skills and practice for professionals working with children who would benefit from prevention and early intervention, including those who experience trauma; and
- supports the development of knowledge, skills and practice for professionals working with the parents and guardians of these children, with a view to assisting parents and carers to care effectively for their children.

ROLE CONTEXT

Primary Objective(s) of role:

Reporting to the Manager, Workforce Development, the Practice Development Officer is responsible for the development of innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health outcomes for infants and children as well as the parenting practices of parents/guardians to support children. The incumbent will work closely with other members of the Workforce Development team, and in close collaboration with key National and State based partners, stakeholders, including professional bodies, professionals, including children and families to inform all workforce development strategies.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- Reports to the Manager, Workforce Development.
- Workforce Development Team.
- All employees within Emerging Minds.

External

- National and State based existing and potential partners and major stakeholders, who can strengthen Emerging Mind's ability to achieve their purpose.
- Key researchers and stakeholders
- Professional bodies and professionals both clinical and non-clinical.
- Children and parents/guardians.
- Peak bodies.
- Media and companies producing resources for Emerging Minds including Artist Made Productions.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Collaborate across workforce development for child mental health strategies and initiate and manage the development and evaluation of innovative information and workforce development resources for clinical and non-clinical professionals in association with key stakeholders to support the mental health outcomes of infants, children, adolescents and their families.
- Foster and promote the professional and public profile of Emerging Minds.
- Contribute to the effective performance of the Workforce Development portfolio by providing strategic and operational leadership.
- Build partnerships with a range of professionals with the purpose of developing content that supports practices that improve the mental health of infants and children.

Delegations:

NIL

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds Policies and Procedures

Special Conditions:

- An Australian citizen or resident with the right to work in Australia.
- Out of hours work, including intra and interstate travel. Overnight absences will be required on a regular basis. The employee must be willing to fly (subject to COVID-19 restrictions being lifted).
- The appointment is subject to the provision of a current National Police Certificate and Child Related Employment Screening through the Department of Communities and Social Inclusion.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current South Australian 'Class C' (or interstate equivalent) driver's license is essential. The employee must be willing to drive throughout the course of their duties.
- This position is subject to a six month probationary period.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Workforce Development.	<ul style="list-style-type: none"> • Deliver timely and quality workforce development packages including eLearning, podcasts, webinars and online events, practice resources, papers and tools. • Collaborate across the National Workforce Centre for Child Mental Health portfolio with high levels of independence and accountability to ensure achievement of program outcomes within contract timelines and budget constraints. • Provide expert consultancy and knowledge from key areas of expertise to inform the development of learning products and resources. • Analyse key data and evidence to inform workforce development products and resources. • Identify and implement opportunities for integrated and coordinated workforce development strategies to support practice change and service improvement strategies. • Collaborate with other key workforce development officers to identify and implement opportunities for integrated and coordinated workforce development learning and service planning and delivery. • Contribute to the evidence base relating to strategies to support child and family mental health. <ul style="list-style-type: none"> ◦ support the preparation of publications/presentations for a range of audiences; and



	<ul style="list-style-type: none"> o liaise and collaborate with key research groups both in Australia and overseas to enhance the evidence base in relation to services to improve mental health outcomes for infants, children and their families. • Plan, develop, coordinate and implement workforce development, training and education activities that support the promotion and release of training resources and tools to professional groups. • Develop and manage training materials, guidance, and support information to ensure a consistent and high-level of support.
Stakeholder Engagement	<ul style="list-style-type: none"> • Establish and foster strong collaborative relationships with practitioners during the development of workforce packages, together with the development of a thorough and comprehensive post-launch engagement strategy. • Develop and maintain strong collaborative relationships with people with lived experience, their families, carers, key stakeholders and members of the community to ensure that their experience is included in the development of strategic initiatives. • Identify and build relationships with key stakeholders and promote collaborative partnerships to enhance existing activities and development of new initiatives. • Gather information from key stakeholder groups to proactively identify and address emerging issues that may impact on the objectives of the program.
Continuous Improvement	<ul style="list-style-type: none"> • Support the installation of a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs across Emerging Minds. • Ensure the quality of services are continually evaluated and improved through developing a culture of risk awareness and responsiveness. • Ensure evolving principles and practices are included to facilitate continuous improvement, and position Emerging Minds as a leading Australian and International workforce development organisation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications	<ul style="list-style-type: none"> • An appropriate degree level qualification in health, behavioural or social sciences or education.
Development of Education and Training Resources	<ul style="list-style-type: none"> • Demonstrated experience in the development, delivery and evaluation of training and workforce education programs in relation to the mental health of infants, children and their families. • Demonstrated experience in working with people experiencing mental illness and/or their family members. • Experience in facilitating training and education through the principles of adult learning and expectations of accrediting professional bodies. • Experience in the development of education and training that is inclusive of flexible learning approaches; including the use of technology, e-learning, face to face and blended learning.



Communication and Interpersonal Skills	<ul style="list-style-type: none"> • Demonstrated ability to provide a high quality consultancy and advisory service to management, staff and external bodies. • Ensure the adherence of confidentiality and integrity in dealing with issues of a sensitive nature. • Ability to communicate, both verbally and in writing, to a wide range of people across national jurisdictions on a range of sensitive and complex issues. • Ability to present at public forums and conferences on workforce practices, evidence and strategies to support improved mental health outcomes for infants, children and their families.
Remote Working Skills (if applicable)	<ul style="list-style-type: none"> • Demonstrated capability to work remotely/independently to successfully achieve the key performance indicators and objectives of this role, and the team within prescribed timelines. • Demonstrated ability to establish effective working relationships, and engage collaboratively with members of your team, other employees of Emerging Minds, and external stakeholders, whilst working in a virtual environment. • Demonstrated experience and confidence in utilising video conferencing platforms, online tools and resources.
Knowledge	<ul style="list-style-type: none"> • Demonstrated understanding of mental illness prevention, mental health promotion, early intervention and treatment as it relates to infants, children, adolescence and families. • Demonstrated understanding of the impact of adult problems on parenting and the mental health outcomes for infants and children (0-12 years). • Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, with Aboriginal and Torres Strait Islander peoples social and emotional wellbeing. • Demonstrated understanding of Primary Health Care
Organisational Skills	<ul style="list-style-type: none"> • Demonstrated experience in accomplishing the objectives of complex project/s utilising high levels of initiative. • Demonstrated understanding of quality improvement and implementation to support practice change. • Demonstrated ability to develop and implement constructive and innovative practices and procedures to assist and facilitate the achievement of organisational goals. • Ability to translate evidence-based knowledge to inform context based and sector workforce practice. • Proven ability to determine priorities, meet tight deadlines, and produce a high-standard of work under pressure.
DESIRABLE CHARACTERISTICS	
Qualifications	<ul style="list-style-type: none"> • A post graduate level qualification in primary health care, public health or population health.
Attributes/Experience	<ul style="list-style-type: none"> • Experience in the development, delivery and evaluation of workforce development strategies regarding child and family mental health. • A background working in an Allied Health environment would be considered advantageous. • Experience in the development and evaluation of quality information resources for parents, children and young people. • Proven experience in the preparation of articles for publication in refereed professional journals.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and as described within this document.

Name:

Signature:

Date: