

## ROLE DESCRIPTION

<b>Role Title:</b>	Project Lead - Digital Health
<b>Role reports to:</b>	Manager, Families & Education
<b>Role Created/ Reviewed Date:</b>	June 2021
<b>Criminal History Clearance Requirements:</b>	<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 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/carers and guardians to care effectively for their children.

## ROLE CONTEXT

### Primary Objective(s) of role:

Reporting to the Manager, Families & Education, the Project Lead - Digital Health is responsible for leading the development and delivery of Emerging Minds digital health projects and activities for families. The Project Lead - Digital Health will work together and in close collaboration with family members, researchers, digital health stakeholders and professionals to:

- Design and deliver national mental health promotion projects and activities that seek to improve child mental health literacy in families.
- Co-develop accurate, accessible, and actionable health information and self-management tools and resources for children and families who would benefit from prevention or early intervention support.
- Co-develop shared decision-making methods and tools to assist collaboration between family members, health, social service providers and education settings to support children's mental health.

**Direct Reports:**

- NIL

**Key Relationships/ Interactions:**

Internal

- Reports to the Manager, Families & Education.
- Health Promotion Officer.
- Child and Family Partnership Coordinator.
- All employees of Emerging Minds.

External

- Children, parents/carers and guardians.
- Digital health and health promotion networks
- Child and Family reference groups.
- Key researchers and stakeholders in children's mental health.
- Professional bodies and professionals both clinical and non-clinical.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Collaborating across all Emerging Minds teams to initiate and manage the development and evaluation of innovative health information and self-management tools for children, parents and caregivers.
- Building partnerships with family members, researchers and professionals to design digital health tools and resources that improve the mental health of infants and children.
- Ensuring digital health tools and resources are evidence informed and meet appropriate quality and safety standards.
- Ensuring continuous quality improvement of Emerging Minds digital health tools and resources
- Fostering and promoting the professional and public profile of Emerging Minds.

**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.
- 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 6-month probationary period.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Digital Health</b>	<ul style="list-style-type: none"> <li>• Collaborating 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.</li> <li>• Providing expert consultancy and knowledge from key areas of expertise to inform the development of digital health products and resources.</li> <li>• Analysing key data and evidence to inform digital health products and resources.</li> <li>• Identifying and implementing opportunities for providing integrated and coordinated digital health support to children, parents and families to improve mental health and resilience.</li> <li>• Collaborating with Emerging Minds teams to identify and implement opportunities for the integration of digital health tools and resources into workforce education, communications and organisational support strategies.</li> <li>• Contributing to the evidence base relating to digital health strategies to support child and family mental health through:               <ul style="list-style-type: none"> <li>○ research and evaluation activities</li> <li>○ supporting the preparation of publications/presentations for a range of audiences; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ liaising and collaborating 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.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Developing and maintaining strong collaborative relationships with people with lived experience and their families and carers and key stakeholders and members of the community to ensure that their experience is included in the development of projects and activities.</li> <li>• Working with and building partnerships with health professionals with the purpose of developing digital health tools and resources that can be incorporated into current practices to support the mental health and resilience of infants, children and families.</li> <li>• Gathering information from key stakeholder groups to proactively identify and address emerging issues that may impact on the objectives of the program.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Supporting the installation of a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs across Emerging Minds.</li> <li>• Ensuring the quality of services are continually evaluated and improved through developing a culture of risk awareness and responsiveness.</li> <li>• Ensuring evolving principles and practices are included to facilitate continuous improvement and position Emerging Minds as a leading Australian and International workforce development organisation.</li> </ul>

## Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• An appropriate degree level qualification in health, behavioural or social sciences.</li> </ul>
<b>Child mental health and development</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in working with infants, children and parents.</li> <li>• Demonstrated experience in a child mental health or child health and development role, and an understanding of practice strategies to improve child mental health and resilience.</li> <li>• Demonstrated experience in the development, delivery and evaluation of capacity building activities in relation to the mental health of infants, children and their families.</li> <li>• Experience in facilitating training and education through the principles of adult learning and expectations of accrediting professional bodies.</li> </ul>
<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to provide high quality consultancy and advisory services to management, staff and external bodies and to establish and maintain both integrity and confidentiality in dealing with issues of a sensitive nature.</li> <li>• 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.</li> <li>• Ability to present at public forums and conferences on behaviours, practices, evidence and strategies to support improved mental health outcomes for infants, children and their families.</li> </ul>



<b>Remote Working Skills (if applicable)</b>	<ul style="list-style-type: none"> <li>• Demonstrated capability to work remotely/independently to successfully achieve the key performance indicators and objectives of this role, and the team within prescribed timelines.</li> <li>• 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.</li> <li>• Demonstrated experience and confidence in utilising video conferencing platforms, online tools and resources.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of mental health promotion, mental illness prevention, early intervention and treatment as it relates to infants, children, adolescence and families.</li> <li>• Demonstrated understanding of the impact of adult problems on parenting and the mental health outcomes for infants and children (0-12 years).</li> <li>• Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, on Aboriginal and Torres Strait Islander peoples social and emotional wellbeing.</li> </ul>
<b>Attributes/Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in managing and accomplishing the objectives of complex project/s utilising high levels of initiative.</li> <li>• Demonstrated understanding of quality improvement and implementation to support practice change</li> <li>• Demonstrated ability to develop and implement constructive and innovative practices and procedures to assist and facilitate the achievement of organisational goals.</li> <li>• Proven ability to determine priorities, meet tight deadlines, and produce a high standard of work under pressure.</li> </ul>
<b>DESIRABLE CHARACTERISTICS</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A post graduate level qualification in primary health care, public health or population health.</li> </ul>
<b>Attributes/Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the development and evaluation of quality information resources for parents, children and young people.</li> <li>• Experience in participatory research, evaluation or project management.</li> </ul>

## Approvals

### Role Description Approval

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

**Name: Philip Robinson**

**Role Title: Chair, Board of Directors**

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**Signature:**

**Date: 23 / 06 / 2021**



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## 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:**