

POSITION DESCRIPTION

Position Title:	National Networks Program Manager
Reports To:	CEO
Salary:	On application
Location:	Melbourne CBD
Employment status:	Full-time, maternity leave cover contract

1. POSITION CONTEXT

MHPN works to strengthen the existing primary health workforce to improve referral pathways and practitioner expertise through the promotion of interdisciplinary practice and collaborative care.

MHPN engages general practitioners, psychiatrists, psychologists, nurses both mental health and general, social workers, occupational therapists, counsellors and a range of related health practitioners working in primary care, in public and private settings and in communities across Australia.

Reporting to and working closely with the CEO, this role is responsible for providing direct support to and management of the national practitioner networks program and project team.

The role aims to ensure MHPN meets the targets set by the Department of Health in relation to establishing and supporting networks to hold meetings attended by mental health practitioners from a range of core disciplines.

The position is a full-time maternity leave cover role for approximately twelve months.

2. ABOUT MHPN

MHPN's aim is to provide a platform to promote interdisciplinary professional development through three interrelated streams:

- Interdisciplinary practitioner networks, both face-to-face and online
- Core and partnership webinar programs (live streamed and free-to-access via our website)
- Core and partnership podcast programs

MHPN with its unique national workforce platform and focus on interdisciplinary practice is well positioned to play a role in the critical task of mental health workforce development.

MHPN activities purposely cross boundaries of discipline, mode of practice (private and public), location, and encourage the development of interdisciplinary collaboration.

Partnerships with key stakeholders are central to the effectiveness of MHPN in terms of engagement of practitioners and sourcing of expertise.

MHPN is a small and focussed team of professionals with a friendly organisational culture and a focus on continuous improvement.

3. POSITION LOCATION

This position will be in Melbourne at the MHPN Head Office, Level 6, 257 Collins St and some opportunity to work from home.

4. KEY TASKS AND RESPONSIBILITIES

The role comprises the following main areas of responsibility:

- Provide leadership and strategic direction for the network program.
 - Manage the networks project team, including
 - Work with the team to organise work priorities to deliver to MHPN's network related targets but also broader organisational commitments
 - Workflow management including Project Officer caseloads and arranging cover for illness, annual leave.
 - Conduct regular and effective coaching sessions, one on one and team meetings
 - Prioritises projects and tasks efficiently, in line with team commitments.
 - Develop and maintain effective working relationships with internal staff to provide input and assistance to help manage relationship with external IT service provider, including discussing updates and enhancements as required
 - Develop and maintain external stakeholder strategies to promote the networks program.
 - Provide direction on business documentation, working collaboratively with the Communications team.
 - Manage documentation to track, monitor, and report on projects and business as usual activities. Including Bi-monthly Board Report and Weekly Network Activity number.
- Be an active member of the MHPN senior management team including the Program Heads forum.

5. KEY SKILLS AND EXPERIENCE REQUIRED

Essential

To be successful in this role you will have well-developed interpersonal skills and be able to demonstrate previous experience managing a team. Strong organisational skills and the ability to work independently and as part of a team, along with the proven ability to work to project deadlines will be required. Tertiary qualifications in a health, mental health or relevant management discipline essential. Online platforms experience would be highly desirable.

- Demonstrated ability to understand the purpose and intent of the program objectives and deliverables.
- Well developed interpersonal skills including the ability to effectively liaise, and directly support Project Officers
- Ability to lead, motivate and train team members, to establish priorities and manage competing deadlines for self and others
- Strong leadership skills, experience in staff supervision, and the capacity to contribute to building a team focused on high quality member service
- The ability to identify, foster and maintain relationships with key internal and external stakeholders
- Proven ability to work co-operatively in a small team environment
- Demonstrated ability to work independently and as part of a team.
- Previous experience analysing and reporting on data profiles and trends.