

Position Description

Position Title	Project officer – Suicide Prevention
Reporting To	Service Manager
Employment Status	Part-time, Permanent
Classification	Consumer Service Delivery Level 3
Team/Service	Orange
Direct Reports	N/A
Date	August 2022

PROGRAM OVERVIEW

Neami Western NSW is funded by the Western NSW PHN to deliver a Suicide Prevention Service that has, as one of the KPI's, to develop Regional Suicide Prevention Plans for each of the three clusters we are contracted to deliver the service to. These are: The Eastern, Central and Far West Clusters of NSW.

POSITION OVERVIEW

The Project Officer – Suicide Prevention Western NSW will work closely with the Service Manager Western NSW and the other Suicide Prevention Workers. To co-ordinate the rollout of service mapping and community surveys aimed at identifying gaps and opportunities for improved Suicide Prevention efforts and service provision.

It is expected that the Project Officer – Suicide Prevention Western NSW will have knowledge in suicide prevention, project management and stakeholder engagement, excellent written and verbal skills and knowledge of the mental health and/or community sector services, as well as the ability to apply change management processes and work with complexity, and to deadlines.

THE POSITION

Key position Responsibilities, Duties and Accountabilities

- Undertake relevant aspects of Project Management to implement the program including meeting key program milestones, reporting on KPIs and managing project timelines.
- Assist in maintaining Neami's relationships and links with internal and external stakeholders and project partners.
- Support the development and provision of capacity building exercises for Neami staff involved in project activities.
- Support consumers interested in engaging in project activities.
- Assist with future planning for the Suicide Prevention Program into the future.
- Monitor project activities to ensure they are consistent with Neami's values.
- Provide co-design expertise and engage in co-design within projects.

- Participate in Collaborative Partnerships and Steering Group meetings with relevant stakeholders (where applicable)
- Coordinate and participate in meetings between relevant internal and external stakeholders
- Provision of reports and recommendations to Senior Management
- Provision of internal and project reports where necessary
- Use effective, clear and positive communication to work with key stake holders at all levels of the organisation
- Actively foster a positive and enthusiastic organisational culture
- Comply with all Neami policies and procedures, the Neami Code of Ethics, and participate in regular practice development sessions
- Contribute to management of Project budgets and ensure all targets are met within budget
- Work with Communications team to ensure relevant resources and reports and communicated effectively
- Participate in Suicide Prevention Team meetings and initiatives
- Contribute to other projects within the team and across Neami aimed at improving service quality

Working with people and building relationships

- Adapts to the team and builds team spirit
- Listens, consults others and communicates clearly and proactively in an open and honest manner
- Establishes positive working relationships with people at all levels of the organisation and external stakeholders
- Expresses opinions, key points and information clearly
- Understands and responds to different stakeholder communication needs
- Openly communicates and demonstrates self-insight through an awareness of own strengths and areas for development
- Establishes respectful professional relationships that have clear boundaries with consumers, staff and partner organisations
- Gains agreement and commitment from others by engaging and gaining respect
- Manages conflict in a fair and transparent manner
- Clearly conveys organisational knowledge (collects, classifies, and disseminates), providing others with a clear direction

Planning, implementing, analysing and problem solving

- Manages time effectively, prioritises and delegates work appropriately and fairly
- Follows procedures and policies, demonstrating understanding of the broader context
- Understands the concepts of confidentiality and integrity to manage project data
- Understands newly presented information and is proactive about learning tasks
- Plans activities/projects in advance and takes account of possible changing circumstances
- Leads and supports continuous improvement through new ideas and change initiatives
- Sets clearly defined objectives, and is accountable and proactive about reviewing progress and outcomes with the team
- Exercises common sense, considers all available information, and takes account of broader circumstances in decision making
- Make prompt, clear decisions which may involve tough choices of considered risks
- Supports the implementation of organisational goals, while seeking opportunity for organisational improvement

Organise and Support Local Health Promotion Activities

- Promote and plan relevant health promotion activities for key calendar dates relating to suicide prevention,
- Work collaboratively with other organisations to promote positive messaging around suicide prevention,
- Develop local communications to promote the Neami Service and actively promote health promotion activities,
- Identify opportunities to support other local service providers to promote key health promotion activities,
- Look for opportunities to link with schools, front line workers, health care organisations and other relevant stakeholders to provide health promotion activities,
- Collaborates with key stakeholders to ensure a consistent and positive messaging around suicide prevention initiatives.

Adapting and responding to change and coping with challenges

- Adapts to changing circumstances and responds to the reactions and feedback of others
- Shows respect and sensitivity towards diversity
- Deals with ambiguity, making positive use of the opportunities it presents
- Maintains hope, and role models a positive outlook even during challenging times
- Demonstrates self-awareness and the ability to self-regulate during difficult situations
- Reflects and accepts feedback, and learns from it
- Constructively, and effectively manages conflict

Records Management

- Ensure records management obligations are met, in accordance with Neami National policies and procedures. This includes the retention of hardcopy and/or electronic records and ensuring files are accurate and kept up-to-date.
- Commitment to understand consumer data requirements and the role of data, monitoring, evaluation and research activity in organisational culture, operations and strategy.
- Commitment to support activities related to planning, collection, analysis, reporting and use of consumer data.
- Use of data, monitoring, evaluation and research to continuously improve service provision, organisational functioning and the strategic directions.

ORGANISATIONAL ACCOUNTABILITIES

- Act at all times in accordance with the Neami National Code of Ethics
- Work in accordance with Neami National policies and procedures, including adhering to policies on Privacy and Confidentiality and Records Management
- Follow safe work practices for self and others and comply with Neami National Occupational Health and Safety management processes
- Ensure risks are identified, reported, documented and appropriately managed in accordance with Neami Group policies to ensure safe and effective services.
- Proactively work towards achieving individual and team goals, whilst demonstrating Neami National core competencies and values
- Actively engage in Professional Development opportunities and embrace learning opportunities
- Take an active role in promoting and generating quality improvements processes within your area of responsibility and more generally across the organisation
- Have a commitment to promoting a diverse and inclusive environment for all staff, consumers and carers.

- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

By signing your employment agreement, you acknowledge that you have read, understood and accept the responsibilities and accountabilities as outlined above in this position description.