

POSITION DESCRIPTION

Directorate:	ACT Health Directorate
Division/Branch:	Mental Health and Suicide Prevention (MH&SP) Division
Section:	Mental Health Policy and Strategy (MHPS) Branch
Position Title:	Project Officer
Position No:	P66845
Classification:	SOGC
Reports to:	SOGB Director, Policy & Strategy, Mental Health Policy & Strategy

DIRECTORATE OVERVIEW

The ACT Health Directorate (ACT Health) is responsible for strategic direction and leadership of the ACT health system. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

DIVISION/BRANCH OVERVIEW

Mental Health and Suicide Prevention Division

The Mental Health and Suicide Prevention Division (MH&SP) includes two business units which are responsible for whole of government strategic mental health policy and program development, coordination, liaison, research, reporting and provision of advice on mental health and suicide prevention and related issues as well as management of unique projects. The two units are:

- Office for Mental Health and Wellbeing (OMHW), which includes a Suicide Prevention Team
- Mental Health Policy and Strategy (MHPS)

This role sits within MHPS.

BUSINESS UNIT OVERVIEW

MHPS is responsible for providing strategic advice, policy development and implementation in relation to mental health, social and emotional wellbeing and suicide prevention. MHPS leads engagement with the policy cycle related to mental health and is a key point of response for mental health matters requested for action and advice by the Minister for Mental Health. MHPS also undertakes the development and management of mental health funded community-based programs and services.

POSITION OVERVIEW

We are seeking an enthusiastic and dedicated team member with a suitable background in mental health, social policy, community service design and/or delivery, policy and program development, project management, implementation, evaluation and/or social research.

The Assistant Director will be part of a small team planning and delivering mental health policy and strategy including project-based activities.

The successful applicant will primarily support the design and implementation of a HASI-like (Housing Assistance Support Initiative) program for the ACT. This program will bring together Canberra Health Services, Community Services Directorate (Housing ACT), and ACT Health (as well as others) stakeholders to provide wrap around supports for people with mental illness and complex psychosocial support needs. This work and role will contribute broadly to ACT Health's broader work stream that is aiming to improve outcomes for people with coexisting mental illness and housing support needs, including policy and strategic deliverables.

The role will also undertake a range of tasks to support the work of mental health policy and strategy, including project planning and implementation, research, analysis and reporting, ministerial briefings, cabinet submissions, correspondence and other requirements of the Legislative Assembly relating to mental health issues which may relate to local, national or international issues.

People with lived experience of mental ill health are encouraged to apply.

WHAT YOU WILL DO

1. Design, plan, manage and evaluate project activities relating to mental health, within agreed timeframes, to achieve specified outcomes, particularly in relation to the HASI-like program and mental health and housing interface. This includes monitoring and reporting in relation to national and local goals and objectives, and preparation of related briefing material.
2. Identify internal and external stakeholders for collaboration and develop, manage, and maintain effective business relationships including liaison between internal stakeholders relating to the HASI-like program and identified workforce outcomes. This will include supporting co-design activities including with people with lived experience of mental ill-health and/or suicide, and procurement.
3. Research and analysis, including review of interstate and international trends and services and literature reviews, to inform policy development. This may also include procedure documents to support strategies to achieve identified outcomes, as well as consideration of workforce redesign activity. Provision of regular and ad-hoc reports as required.
4. Coordinate, prepare or contribute to a range of documents, including ministerial briefings, cabinet submissions, correspondence and other requirements of the Legislative Assembly relating to mental health which may relate to local, national or international issues.
5. Represent the ACT Health Directorate in liaison, consultation and negotiation with consumers, community organisations and other government bodies.
6. Undertake other duties appropriate to this level of classification which contribute to the Directorate.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Well-developed project management and/or policy skills including the ability to establish priorities, exercise initiative and deliver appropriate outputs within agreed timeframes, and demonstrated ability to effectively achieve outcomes.
2. Demonstrated strong interpersonal, communication and problem-solving skills including negotiation, liaison and representational abilities.
3. A proven ability to prepare a range of high level complex strategic documents, including briefs, reports and detailed correspondence in a government setting including negotiation, liaison and representational abilities.

Behavioural Capabilities

4. Ability to demonstrate strategic thinking, research, planning and analytical skills while exercising sound judgement in creativity, flexibility in an adaptive environment.
5. Demonstrates a commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements/Qualifications

Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.