

Position Description

Be You Consultant

Location:	VIC/TAS
Department:	headspace Schools & Communities
HS Level:	HS5
Employment Type:	Ongoing, Full time
Approved By:	<u>Kristen Douglas</u>
Date Approved:	<u>July 2023</u>
Agreed By:	<u>_____</u>
Date Agreed:	<u>_____</u>

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference



- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people
- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high-quality services

4. HEADSPACE VISION FOR RECONCILIATION

The headspace vision for reconciliation is an equitable Australia where the 60,000 year old cultures and continuing connection to Country of Aboriginal and Torres Strait Islander peoples are respected and celebrated. This future Australia is united by the understanding of our shared past, upholds the rights of Aboriginal and Torres Strait Islander peoples, and embraces self-determination and diversity. The headspace Reconciliation Action Plan formalises our commitment to reconciliation and to strengthening the social and emotional wellbeing of Aboriginal and Torres Strait Islander young people and communities.

5. COMMITMENT TO CHILD SAFETY

headspace is committed to being a child safe and child friendly organisation that recognises, respects, and promotes the rights of children, young and vulnerable people. We recognise our responsibilities in keeping young people safe from any abuse from or by our employees and volunteers and will ensure that the safety of young people is always our first priority. headspace has a zero-tolerance policy to child abuse, harm and neglect.

6. POSITION SUMMARY

Be You is a federally funded mental health in school's initiative that equips educators in early years, primary and secondary schools to support the mental health and wellbeing of young people, using a framework of online professional learning, tools, and resources with implementation consultant support from delivery partners Early Childhood Australia and **headspace** in partnership with Beyond Blue.

The Be You Consultant will support school communities in the implementation and embedding of the Be You framework within their state/territory. Translating Be You into practical strategies for educators and school leaders to implement within their communities. The incumbent will support school communities to build their confidence and capacity in supporting the mental health and wellbeing of their students and staff via the implementation of the Be You framework. Service delivery is predominately online however some onsite delivery is required. The Consultant is expected to be proficient in the facilitation of adult learning in both modes. The Consultant will develop and maintain cross-sectoral relationships with key stakeholders internally and externally to assist in providing mental health and wellbeing support to schools.

A further focus of the role is the delivery of timely and evidence-based resources to assist schools plan, respond and recover from a suicide death impacting their community. Consultants will be provided with ongoing internal professional learning and clinical support to ensure accordance with best practice postvention approaches.



The Consultant is required to record all school engagement activities within a data management system in a timely and accurate manner, enabling reliable progress reporting of the Be You initiative, in alignment with contract deliverables.

7. POSITION CONTEXT

Reporting either to the Be You State/Territory Manager, or a Team Lead, the Be You Consultant will work within a multidisciplinary state/territory team comprised of Consultants, Team Leads, Clinical Leads, State/Territory Manager, and dependant on location, a State/Territory Coordinator. The Consultant will also be required, on occasion, to liaise with the Be You National Team, and to partake in discussions and meetings with delivery partners Early Childhood Australia and Beyond Blue, to assist in the continual development and improvement of the Be You initiative.

The incumbent may possess, or will develop an understanding of youth mental health issues and will be required to work alongside key stakeholders to provide mental health and wellbeing support to schools.. The position calls for a highly motivated individual who can engage, liaise, and negotiate with a broad range of organisations. There will be intra and interstate overnight travel required for this role.

8. KEY RESPONSIBILITIES/OUTCOMES

The Be You Consultant is responsible for the delivery of the Be You Initiative to Australian primary and secondary schools within their assigned region, under the direction of the State/Territory Manager. This will include, but is not limited to, the following:

- Supporting schools to implement the Be You framework and identify relevant components of the framework for their individual circumstances.
- Maintaining an ongoing relationship with participating schools through regular communication and updates about Be You implementation tools; primarily online and by phone
- Exercising a high level of professional judgement and problem-solving skills to undertake strategic analysis, to identify regional needs/opportunities for Be You implementation.
- Development of relationships with prospective school communities, with the goal of them becoming a Be You participating school.
- Communicate with schools leadership and wellbeing teams to assist them to plan, respond, and recover following a suicide or attempted suicide in accordance with the best practice postvention approaches.
- Facilitation of postvention planning sessions to school communities. (online and/or onsite) using the Be You Framework resources.
- Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture.
- Participation in continuous improvement and evaluation of Be You activities. This includes working collaboratively with Early Childhood Australia and Beyond Blue when required to support the implementation of Be You.
- Maintaining strategic relationships with relevant organisations for the purpose of supporting prospective and participating schools on their Be You journey.
- Supplying management with oral and written reports on school's needs, problems, interests and potential for new resources/materials to be built into the Be You framework.
- Staying informed of updates to the framework, Be You promotional activity, competitive activities and system changes impacting school environments.



- Participating in conferences and similar events related to Be You and youth mental health in general.
- Effectively reporting engagement with schools through digital systems.
- Other duties consistent with the position where required and/or requested by the State/Territory Schools Manager.

9. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

9.1 Essential

- Approved tertiary qualification in any of the following: education (including qualification in adult education), public health promotion, community development, or an allied health discipline including psychology (clinical, counselling, educational and community), mental health nursing, occupational therapy, social work, or counselling.
- 3 years post-graduate experience within a field relative to their degree.
- Knowledge of current health/mental health/education policy issues in Australia.
- Experience with stakeholder management and working in collaborative partnerships, ideally with schools and allied health service providers.
- Exceptional interpersonal and communication skills, both verbal and written, with an ability to interact and write for a diverse range of stakeholders including young people, school principals and leaders, educators, health professionals, academic researchers, service providers, etc.
- Experience facilitating online and face to face presentations and coaching sessions for adult learners.
- Experience in using/entering data for record keeping, analysis, and evaluation.
- Strong organisational, computer and project management skills.
- Ability to work in a highly productive environment with time pressures while managing multiple tasks.
- A current driver's licence (automatic) and use of a fully maintained motor vehicle with comprehensive insurance.
- Able and willing to travel with overnight stays as required.
- Other duties consistent with the position where required and/or requested by the State/Territory Schools Manager.
- Able and flexible to work remotely for other states nationally, as required due to demand.

9.2 Desirable

- Understanding of youth mental health issues including suicide prevention, suicide, and the impact of trauma on school communities.
- Service delivery experience across health and education, onsite and online.
- Experience working within a school setting, the Not for Profit and/or public health sector.
- Proficient in the development and delivery of training and education packages to a range of people.



10. POLICIES AND WORKPLACE PRACTICES

All headspace employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients, and the general public
- be cognisant with and uphold the objectives and philosophy of headspace
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times

