

POSITION DESCRIPTION

Position Title:	Project Officer, Network Program
Reports To:	Head of Networks
Direct Reports:	Nil
Salary:	\$68,250-\$74,880 depending on experience
Location:	Melbourne VIC (CBD)
Employment status:	Fixed term (September 2026-August 2027) Full time 1.0FTE

1. ABOUT MHPN

MHPN's aim is to provide a platform to promote multidisciplinary professional development through three interrelated programs

- Multidisciplinary practitioner networks, both face-to-face and online
- Department of Health-funded and partnership webinar programs (live streamed and free-to-access via our website)
- Department of Health-funded and partnership podcast programs.

MHPN with its unique national workforce platform and focus on multidisciplinary 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 multidisciplinary collaboration.

MHPN is a small and collaborative team of professionals within a friendly organisational culture and focus on continuous improvement and innovation.

2. POSITION CONTEXT

MHPN works to strengthen the existing primary health workforce to improve referral pathways and practitioner expertise through the promotion of multidisciplinary 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.

Positioned within the Networks Program team and reporting to the Head of Networks, the Project Officer provides essential customer service and stakeholder relationship management support to new and established networks of multidisciplinary mental healthcare professionals.

Managing a caseload of networks, the Project Officer will provide professional and tailored support to network coordinators to ensure the ongoing sustainability and viability of networks.

3. POSITION LOCATION

This position is located at the MHPN office in Melbourne.

4. KEY TASKS AND RESPONSIBILITIES

- Recruiting, onboarding and maintaining networks and coordinators according to agreed program processes and performance targets
- Providing excellent customer service to an allocated caseload of networks and supporting them to organise regular meetings including event promotion, sending invites, managing attendance records, securing guest speakers, venue hire and catering
- Recruiting, engaging and supporting a clinical mix of identified core mental health professionals in networks
- Proactively reinvigorating networks that have become inactive
- Coordinating network budgets and reimbursements
- Maintaining accurate network data in the portal and database including coordinator and member contact details, network profiles, meeting information, and attendance records
- Contributing to awareness raising and promotional activities by working collaboratively with the Marketing and Communications team to identify case studies, positive stories and news items
- Contributing to effective teamwork by collaborating with and supporting other team members
- Undertaking other duties as required to support organizational needs

5. KEY SKILLS AND EXPERIENCE REQUIRED

As the Project Officer, you will have well-developed organisational and interpersonal skills and be adept at managing a varied caseload and priorities. You will be professional and able to influence and communicate with a range of stakeholders at all levels from; volunteers, mental health professionals, external organisations and MHPN members.

With a keen eye for detail, you will have the ability to follow processes and identify opportunities for improving service delivery and efficiency. You will thrive in a small but collaborative team, always ready to support your colleagues and effectively prioritise responsibilities to achieve agreed targets.

Selection Criteria

- Demonstrated 3 or more years office/administrative/project experience
- Excellent interpersonal and stakeholder management skills, with demonstrated ability to engage, influence and communicate with a wide range of internal and external stakeholders
- Excellent written and verbal communication skills
- Strong organisational and prioritisation skills with demonstrated ability to work to competing deadlines
- Strong problem-solving, process improvement and analytical skills
- Excellent attention to detail and record keeping
- Ability to work independently and collaboratively as part of a team with minimal supervision
- Proficient in Microsoft Office applications (particularly Excel, Word, Outlook and Access/PowerBI)
- Tertiary qualifications in a health, mental health or relevant project management discipline **highly desirable**