

ROLE DESCRIPTION

Role Title:	Practice Development Advisor
Role reports to:	Senior Advisor - Practice Development
Role Created/ Reviewed Date:	June 2021 / Reviewed August 2026
Criminal History Clearance Requirements:	☐ Aged (NPC) ☒ Child- Prescribed ☐ Vulnerable (NPC) ☒ General Probity (NPC)

ORGANISATION

Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence-based practice into the Australian context. Emerging Minds strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

ROLE CONTEXT

Primary Objective(s) of role:

Reporting to the Senior Advisor – Practice Development, the Practice Development Advisor provides specialist practice development expertise to strengthen workforce capability across mental health, health, social services, education and community sectors. The role leads the design, development, implementation and continuous improvement of workforce capability initiatives, learning products, implementation support strategies and practice improvement activities that translate contemporary evidence into practice.

The Practice Development Advisor provides specialist advice and consultation to colleagues, partners and stakeholders and contributes to national workforce development priorities through capability-building, knowledge translation, quality improvement and innovation activities that support improved outcomes for infants, children, families and communities.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- Reports to the Senior Advisor - Practice Development
- Workforce Development Team
- Audience Leads and Subject Matter Experts
- Partnerships & Implementation Team
- Communications & Marketing and Digital Health Teams
- All Emerging Minds' employees

External

- Practitioners and Practice Leaders
- Professional Associations and Regulatory Bodies
- Government Agencies
- Academic and Research Partners
- Children, Parents, Families and Lived Experience Representatives
- Peak Bodies and Sector Partners
- Workforce Development Organisations

Challenges associated with Role:

Major challenges currently associated with the role include:

- Supporting workforce capability development across diverse professional disciplines, sectors and jurisdictions.
- Translating complex and emerging evidence into practical, accessible and scalable workforce development solutions.
- Supporting sustainable practice change within complex service systems.
- Balancing national consistency with responsiveness to local context and workforce needs.
- Identifying emerging workforce needs and future capability priorities.
- Influencing practice improvement outcomes.
- Working within evolving policy, commissioning and service delivery environments.

Delegations:

- Nil

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds Policies and Procedures

Special Conditions:

- An Australian citizen or resident with the right to work in Australia.
- Some out of hours work, including intra and interstate travel will be required. Overnight absences will be required. The employee must be willing to fly.
- The appointment is subject to the provision of a current National Police Certificate and a Child Related Employment Screening.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current South Australian 'Class C' (or interstate equivalent) driver's license is essential. The employee must be willing to drive throughout the course of their duties.
- This position is subject to a 6 month probationary period.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Workforce Capability Development & Practice Improvement	• Design, deliver and continuously improve workforce capability initiatives, learning products, implementation supports and capability journeys. • Analyse workforce needs, capability gaps and emerging priorities to inform workforce development approaches. • Apply contemporary evidence, implementation science, adult learning principles and quality improvement methodologies to support practice change and workforce capability. • Monitor, evaluate and refine workforce development initiatives based on evidence, outcomes and stakeholder feedback. • Translate research, policy and practice evidence into practical resources, guidance materials and implementation supports.
Practice Leadership & Specialist Advice	• Provide specialist advice, consultation and thought leadership in infant, child and family mental health, workforce development and implementation. • Support internal teams, partners and stakeholders to integrate evidence-informed practice into service delivery and system improvement efforts. • Contribute expert input to organisational projects, resources, policies and strategic initiatives. • Represent Emerging Minds in sector forums, working groups, conferences and collaborative initiatives. • Contribute to a culture of reflective practice, learning and professional growth across the organisation.

Stakeholder Engagement & Collaboration	• Build and maintain productive relationships with practitioners, service leaders, researchers, governments, professional bodies, partner organisations and people with lived experience. • Facilitate consultation, co-design, implementation and quality improvement activities with diverse stakeholders. • Engage children, families, carers and lived experience representatives in meaningful and culturally responsive ways. • Gather stakeholder intelligence to identify emerging needs, opportunities and priorities. • Collaborate across Emerging Minds to support integrated, audience-centred approaches to workforce capability development.
Project Leadership & Delivery	• Plan, coordinate and deliver projects and initiatives within agreed timelines, budgets and quality standards. • Coordinate contributors, subject matter experts and stakeholders to achieve project outcomes. • Monitor progress, manage risks and support reporting, contract deliverables and organisational planning requirements. • Contribute workforce development expertise to priority organisational programs and initiatives.
Continuous Improvement	• Contribute to a culture of innovation, learning and continuous improvement. • Use evidence, evaluation findings and stakeholder feedback to improve products, services and ways of working. • Identify and implement opportunities to strengthen workforce capability, knowledge translation and implementation support activities. • Support organisational quality improvement and responsiveness to emerging evidence and sector priorities.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications	• Degree qualification in health, allied health, public health, behavioural sciences or another relevant discipline.
Workforce Development, Learning & Practice Improvement	• Demonstrated experience designing, implementing and evaluating workforce development, professional learning, practice improvement or implementation support initiatives. • Demonstrated ability to translate evidence into practical learning resources, guidance materials, implementation supports and workforce capability strategies. • Experience applying adult learning principles, learning design methodologies and implementation approaches that support sustained practice change. • Demonstrated ability to support capability development across diverse workforce groups, service settings and sectors.
Infant, Child & Family Mental Health Knowledge	• Demonstrated understanding of infant, child and family mental health, wellbeing and development, including promotion, prevention, early intervention and treatment approaches. • Demonstrated understanding of the impact of parental wellbeing, mental illness, trauma, adversity and broader social determinants on children and families. • Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, with Aboriginal and Torres Strait Islander peoples social and emotional wellbeing. • Demonstrated knowledge of contemporary evidence, policy directions and emerging issues relevant to children, families and the workforce that supports them.

Stakeholder Engagement, Consultation & Influence	• Demonstrated ability to establish and maintain productive relationships with practitioners, leaders, researchers, government representatives, partner organisations and people with lived experience. • Experience facilitating consultation, co-design, collaboration and stakeholder engagement processes across multidisciplinary teams and sectors. • Demonstrated ability to influence outcomes through professional credibility, relationship building and effective engagement strategies.
Advisory, Facilitation & Communication Skills	• Demonstrated ability to provide specialist advice, consultation and guidance to a range of internal and external stakeholders. • Highly developed communication and facilitation skills, including the ability to present complex concepts clearly to diverse audiences. • Excellent written communication skills, including experience developing reports, practice resources, guidance materials and professional publications. • Demonstrated ability to represent the organisation effectively in meetings, forums, conferences and stakeholder discussions.
Project Management, Evaluation & Continuous Improvement	• Demonstrated experience planning, managing and delivering complex projects within agreed timelines and resource parameters. • Demonstrated ability to manage competing priorities, work independently and deliver high-quality outcomes. • Experience monitoring, evaluating and using evidence to support continuous improvement, innovation and quality improvement initiatives. • Demonstrated analytical and problem-solving skills, including the ability to identify emerging issues and recommend practical solutions.
Remote Working Skills (if applicable)	• Demonstrated ability to work effectively in a remote and virtual environment, including establishing productive working relationships with colleagues and external stakeholders. • Experience using digital collaboration tools, video conferencing platforms and online learning or engagement technologies to support delivery of work outcomes.
DESIRABLE CHARACTERISTICS	
Qualifications	• Postgraduate qualification in child mental health, public health, implementation science, education or a related field.
Attributes/Experience	• Experience contributing to national workforce development projects or initiatives. • Experience developing capability frameworks, practice frameworks, professional standards or accreditation-related activities. • Experience applying implementation science, coaching, quality improvement or practice change methodologies. • Experience engaging with Aboriginal and Torres Strait Islander communities and organisations. • Experience publishing, presenting or contributing to sector leadership activities.

Approvals

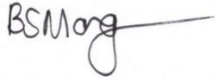
Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Brad Morgan

Role Title: Program Director

Signature:



Date: 19th August 2026

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and as described within this document.

Name:

Signature:

Date: