

ROLE DESCRIPTION

Role Title:	Child Mental Health Advisor
Role reports to:	Senior Child Mental Health Advisor
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 Child Mental Health Advisor, the Child Mental Health Advisor provides systems and organisational implementation guidance across services that support the health, development, safety and wellbeing of children and their families. The role leads the design and delivery of significant bodies of work, translating contemporary evidence, policy and practice knowledge into organisational implementation strategies, systems change approaches, workforce capability supports and sector development initiatives.

The incumbent will work with services, organisations and systems to embed sustainable, child-aware, family-focused and culturally responsive approaches into policy, governance, service design and everyday ways of working. The incumbent provides specialist advice and consultation to colleagues, partners and stakeholders and contributes to National workforce and systems development priorities that improve outcomes for infants, children, families and communities.

Working with services and systems that support children's health, development, safety and wellbeing - including child and family health, paediatric, child development, disability, child protection and community-based services is a key focus of the role.

Direct Reports:

- NIL

Key Relationships/ Interactions:

Internal

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

External

- Child and family health, community health, child development and disability services
- Child protection and child and family support providers and their leaders
- Government agencies, funders and policy bodies
- Professional associations, peak bodies and regulatory bodies
- Academic and research partners
- Children, parents, carers, families and people with lived experience

Challenges associated with Role:

Major challenges currently associated with the role include:

- Supporting organisational and systems-level implementation across diverse and complex service systems, sectors and jurisdictions.
- Translating complex and emerging evidence into practical, scalable systems change and implementation approaches.
- Supporting sustainable organisational change within services that respond to the whole child and family's needs.
- Balancing national consistency with responsiveness to local context, governance and operating models.
- Aligning the role's work with organisational strategy and broader program priorities.
- Working within evolving policy, funding 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
Systems & Organisational Implementation	• Design, lead and continuously improve organisational and systems-level implementation initiatives that embed infant and child mental health, development, safety and family-focused approaches into policy, governance, service design and everyday ways of working. • Analyse system readiness, organisational capability and implementation barriers to inform tailored implementation and systems change approaches. • Apply contemporary evidence, implementation science and quality improvement methodologies to support sustainable organisational change. • Translate research, policy and practice evidence into implementation strategies, guidance, tools and systems supports for services working with children and families. • Monitor, evaluate and refine implementation initiatives based on evidence, outcomes and stakeholder feedback.
Specialist Advice & Sector Leadership	• Provide advice, consultation and thought leadership on organisational implementation and systems change to support children's health, development, safety and wellbeing. • Support internal teams, partners and stakeholders to integrate evidence-informed approaches into system improvement and service delivery. • Contribute expert input to organisational projects, resources, policies and strategic initiatives. • Represent Emerging Minds in sector forums, working groups, conferences and collaborative initiatives.

Stakeholder Engagement & Collaboration	• Build and maintain productive relationships with service leaders, system stakeholders, researchers, governments, professional bodies, partner organisations and people with lived experience. • Facilitate consultation, co-design, implementation and quality improvement activities across complex service systems. • Engage children, families, carers and lived experience representatives in meaningful and culturally responsive ways. • Gather sector intelligence to identify emerging system needs, opportunities and priorities, and collaborate across the organisation to support integrated, joined-up approaches.
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 systems and implementation to priority organisational programs and initiatives.
Continuous Improvement	• Contribute to a culture of innovation, learning and continuous improvement. • Support a positive and collaborative team culture and contribute to broader team planning and priorities. • 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, social work, education, disability, child development or another relevant discipline.
Systems Implementation, Change & Improvement	• Demonstrated experience designing, implementing and evaluating organisational implementation, systems change, service improvement or workforce capability initiatives. • Demonstrated ability to translate evidence into practical implementation strategies, guidance materials, systems supports and organisational change approaches. • Experience in applying implementation science, quality improvement and change methodologies that support sustained organisational change. • Demonstrated ability to support implementation across diverse service settings, systems and sectors.
Infant, Child and 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 service leaders, system stakeholders, 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 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, guidance materials, implementation resources 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 or systems development projects or initiatives. • Experience developing implementation frameworks, systems change models, capability frameworks or governance and policy-related activities. • Experience applying implementation science, quality improvement or organisational change methodologies. • Experience working in or with, child and family health, child development, disability, child protection, early childhood education and care, paediatric or community-based services. • Experience engaging with Aboriginal and Torres Strait Islander communities and organisations. • Experience publishing, presenting or contributing to sector leadership activities.

Approvals

Role Description Approval

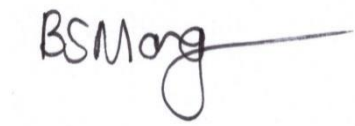
I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Brad Morgan

Role Title: Program Director

Signature:

Date: 28/08/2026



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: