



## Position description

<b>Title</b>	Project Support Officer, National Workplace Initiative
<b>Classification</b>	APS6
<b>Agency/Unit</b>	National Mental Health Commission
<b>Reports to</b>	Assistant Director, National Workplace Initiative
<b>Supervises</b>	Nil
<b>Location</b>	Sydney

### The National Mental Health Commission

The National Mental Health Commission (the Commission) provides insight, advice and evidence on ways to continuously improve Australia's mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. The Commission provides cross-sectoral leadership on the policy, programs, services and systems that support better mental health and social and emotional wellbeing in Australia.

The Commission supports the Australian Government to ensure that investment in mental health is both effective and efficient. We work with stakeholders – particularly people with lived experience, their families and other support people – to ensure reforms are collectively owned and actioned and to enable participation in government process. As well, the Commission builds relationships and partners with others to leverage effort and expertise, including with service providers, peak community and professional bodies, government agencies, researchers, academics and state and territory governments.

More information is available at [www.mentalhealthcommission.gov.au](http://www.mentalhealthcommission.gov.au)

### The National Workplace Initiative

The National Workplace Initiative (NWI) was allocated \$11.5 million over 4 years in the April 2019 Federal Budget. The Commission is the fund holder, contractor manager and employer of the NWI project team. The Chair of the Commission is the project's executive sponsor and the Mentally Healthy Workplace Alliance will provide advice and direction for the Initiative. The Alliance (which is chaired by the Commission's chair) is a national approach by business, the mental health sector, unions and governments committed to creating mentally healthy workplaces. A list of members can be found here. The Alliance's strategic objective is: *Partnering with all Australian businesses through the National Workplace Initiative to create mentally healthy workplaces for businesses and workers - strengthening our community and our economy.*

The NWI will support people in all workplaces, including small business and sole traders, to maintain their best possible mental health. The end product will include a suite of on-line resources and activities designed to raise awareness and educate people at work about mental health – including how to navigate and use the various resources to ensure workplaces are a mentally healthy place to be.

More information is available at <http://mentallyhealthyworkplacealliance.org.au>

### **The Job**

The Project Support Officer will provide project management support across NWI project activities, working collaboratively with the project team.

The job requires someone with exceptional administrative organisational and written skills and excellent attention to detail, with an understanding of project management methodologies and principles. In particular, communication skills must be highly advanced and evidence of previous written work will be requested if you are short listed for the job. You must be able to communicate clearly and effectively for a range of audiences producing content for newsletters, social media, presentations and briefings. High-level computer skills will be important including the ability to use a range of software programs and prepare documents with diagrams etc.

The successful candidate will contribute to research and analytical activities as well as support the development and maintenance of the NWI project documentation and be responsible for a range of project management support, including preparing reports and briefings information for members of the various governance committees and working groups. You will have a demonstrated ability to develop and collate information for financial and evaluation reporting requirements, prepare project summaries and update status reports and project plans as required. You will take minutes at meetings and finalise them promptly for distribution.

You will coordinate various consultation processes for the NWI and collate the feedback received, drawing out themes and summarising discussions.

You will be accountable to the Project Directors (EL2), National Workplace Initiative through the Assistant Director (EL1) who will be your direct supervisor.

You will be a self-starter who can work proactively and contribute ideas to the project

### **Key responsibilities**

Provide project management support for the delivery of the NWI including:

- Provide high-level secretariat support for project governance committee and working group meetings.
- Contribute to a range of research and analytical activities such as conducting rapid literature reviews, collating existing guidelines, reviewing consultations or developing databases.
- Create content for internal and external communications, such as newsletters, social media posts and leadership briefings.
- Develop and maintain relationships with a range of stakeholders and facilitating formal and ongoing engagement.
- Coordinate consultations on the draft NWI, including preparing online materials.
- Effective records and information management.
- Other duties as required.

## **CAPABILITIES – APS6**

1. Shapes strategic thinking
  - *Supports shared purpose and direction*
  - *Thinks strategically*
  - *Harnesses information and opportunities*
  - *Shows judgement, intelligence and common sense*
2. Achieves results
  - *Identifies and uses resources widely*
  - *Applies and builds professional experience*
  - *Responds positively to change*
  - *Takes responsibility for managing work projects to achieve results*
3. Cultivates productive working relationships
  - *Nurtures internal and external relationships*
  - *Listens to, understands and recognises the needs of others*
  - *Values individual differences and diversity*
  - *Shares learning and supports others*
4. Exemplifies personal drive and integrity
  - *Demonstrates public service professionalism and probity*
  - *Engages with risk and shows personal courage*
  - *Commits to action*
  - *Promotes and adopts a positive and balanced approach to work*
  - *Demonstrates self-awareness and a commitment to personal development*
5. Communicates with influence
  - *Communicates clearly*
  - *Listens, understands and adapts to audience*
  - *Negotiates confidently*
6. Job specific criterion
  - *Knowledge of underlying principles, practices, methodologies in project and information management, including Agile*
  - *Knowledge of rapid literature review methodologies*
  - *Ability to proactively manage competing priorities and demonstrated problem solving skills*
  - *Sound interpersonal and verbal communication skills, along with proven capabilities in the creation of clear and concise written communications.*
  - *High level attention to detail*
  - *The ability to contribute positively to small team dynamics*

### **Remuneration**

The position is graded at an APS Level 6 and remuneration is in accordance with the NMHC Enterprise Agreement 2017-2020.

### **Tenure**

The successful candidate will be offered temporary appointment for up to four years.

### **Eligibility**

To be employed by the National Mental Health Commission applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

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## How to Apply

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Applications are to comprise:

1. A covering letter;
2. Applicants are required to submit a statement of claims (**800 words maximum**) outlining why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role.
3. A copy of your Curriculum Vitae or Resume that sets out relevant qualifications and experience; and
4. The names and contact details of two professional referees.

The **preferred method of submission** of applications is to **email** one document, preferably in **Word format** to:

Recruitment@MentalHealthCommission.gov.au

### **Contact:**

If you require further information on the position please contact Erica Crome  
Director National Workplace Initiative on (02) 8229 7537.

When framing your application, you should take account of the requirements of the position and the capabilities against which you will be assessed.

The following are some tips that may help you in preparing your application:

- Provide a cover sheet which states: your name, the position (with Reference Number) applied for, your current contact details, current position and educational qualifications.
- Keep your application succinct.
- Include key elements such as:
  - an employment history (as part of your resume);
  - a short summary identifying your specific achievements, skills and what you can offer to this role (in your cover letter); and
  - a statement of claims which illustrates your experience against the capabilities.

**NB: This should preferably be in a single document for ease of handling.**

- It is important that the information in your application is correct, particularly dates and contact details, and it also helps if you clearly nominate whether your previous workplace(s) is a government (Commonwealth, State or Territory), private sector, or community organisation.
- Please also include dates and details relating to your educational qualifications.
- The format for applications is quite flexible – but it does need to be easy to read, accurate and concise.

We wish you all the best with your application.