



## Position description

<b>Title</b>	Assistant Project Director, National Workplace Initiative
<b>Classification</b>	EL1
<b>Agency/Unit</b>	National Mental Health Commission
<b>Reports to</b>	Project Director, National Workplace Initiative
<b>Supervises</b>	N/A
<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.

The Commission has taken a recovery perspective to its work – recognising that the recovery journey is unique to each person, which is about leading as fulfilling a life as possible as part of the community. This is a wide-angle view beyond mental health to see the context of people's lived experiences and their hopes for leading a contributing life.

A Contributing Life is where people living with a mental health difficulty can expect the same rights, opportunities and health as the wider Australian community. Simply put, this is about having stable relationships, a home, meaningful work, good health care and opportunities for education and training, all without experiencing discrimination due to having a mental health difficulty.

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 workplace and mental health sectors, unions and governments committed to creating mentally healthy workplaces. 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 businesses and sole traders, to maintain their best possible mental health. The end product will include a suite of online 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.

## **The Job**

The Assistant Project Director, National Workplace Initiative will be responsible for the day to day management of all aspects of the NWI, to ensure it is delivered effectively on time and within budget, and that project risks are managed. This includes working within the relevant processes, policies and templates of the Commission and the project's governance structures. The position reports to the Project Director (EL2).

This role will develop all project documentation in a timely manner and with a high level attention to detail, including project plans and status reports, all procurement documentation (with the Commission's procurement team), and manage communications to internal and external stakeholders.

With leadership from the Project Director and administrative support from the Project Support Officer and Secretariat for the Mentally Healthy Workplace Alliance, the Assistant Project Director will run the project governance structure for the NWI and put processes in place to provide ongoing and effective support to the various project governance committees and working groups.

The Assistant Project Director will manage any procurement processes, ensuring alignment with the Commission's procurement processes. They will also be responsible for any contract management. The successful candidate will manage consultation processes for the draft NWI, including stakeholder management.

The NWI is a high-profile project involving many stakeholders from diverse backgrounds, including the Alliance, various internal Commission stakeholders, the NWI governance committees, the project funder(s) and a wide range of organisations and individuals with an interest in workplace mental health and wellbeing in Australia.

The Assistant Project Director will need to have excellent written and verbal communication skills and be capable of communicating effectively with different audiences. You will be responsible for the provision of high quality written documents including briefing notes, preparation of contracts and agreements, project management documentation and any project reporting to the Alliance, project governance committees and project funder(s).

You will be a high-performing project manager. You will display strategic judgement, outstanding organisational skills, professionalism and initiative in managing the NWI, taking ownership to deliver quality outputs with a high level of attention to detail. You will be willing to step up as required to do the Project Director's job when they are on leave.

## **Key responsibilities**

- Manage all day-to-day aspects of the NWI, including the preparation and management of all project documentation and progress reports.
- Manage the project budget and ensure that project milestones are being met to meet funding requirements.
- Planning, procuring and managing the effective and efficient contracts to support the delivery of the NWI.
- Management of supplier relationships to ensure prompt and quality delivery of work.
- Liaise with Australian Government Solicitors to seek legal advice on contracts, intellectual property and other governance arrangements.
- Manage compliance with corporate governance requirements including intellectual property, risk register, probity, privacy and confidentiality.
- Manage the project governance structures and put in place ongoing effective support for governance committees and working groups.
- Collection and collation data from project activities to inform project evaluation.
- Manage the project operational structures, including coordination of information technology to collaborate and manage project activities.
- Undertaken complex internal and external stakeholder engagement.
- Coordinate any consultation processes for the NWI.
- Work with others (internal and external to the Commission) on the development and release of stakeholder communications on the NWI.
- Effective records and information management.
- Other duties as required.

## SELECTION CRITERIA – EL1

### 1. Shapes strategic thinking

- *Inspires a sense of purpose and direction*
- *Focuses strategically*
- *Harnesses information and opportunities*
- *Shows judgement, intelligence and commonsense*

### 2. Achieves results

- *Builds organisational capability and responsiveness*
- *Marshals professional expertise*
- *Steers and implements change and deals with uncertainty*
- *Ensures closure and delivers on intended results*

### 3. Cultivates productive working relationships

- *Nurtures internal and external relationships*
- *Facilitates cooperation and partnerships*
- *Values individual differences and diversity*
- *Guides, mentors and develops people*

### 4. Exemplifies personal drive and integrity

- *Demonstrates public service professionalism and probity*
- *Engages with risk and shows personal courage*
- *Commits to action*
- *Displays resilience*
- *Demonstrates self awareness and a commitment to personal development*

### 5. Communicates with influence

- *Communicates clearly and effectively*
- *Listens, understands and adapts to audience*
- *Negotiates persuasively*

### 6. Job specific criterion

- *Extensive project management experience with proven ability to deliver complex projects on time and within budget*
- *Demonstrated experience in the provision of support to various project governance committees and working groups*
- *A formal project management qualification is desirable*
- *High-level skills in contract and relationship management*
- *Demonstrated ability to work with ambiguity and change*
- *High-level document preparation and writing.*
- *Excellent internal and external stakeholder consultation and collaboration expertise*
- *Well-developed influencing skills with the ability to enthuse, motivate others from a range of backgrounds.*
- *The ability to contribute positively to small team dynamics*

## Remuneration

The position is graded at an EL1 and remuneration will be paid in accordance with the NMHC Enterprise Agreement 2017-2020.

## Tenure

The successful candidate will be offered a temporary appointment until June 2023.

## 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 have the skills, capabilities, knowledge and experience to be considered for the 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 referees.

The **preferred method of submission** of applications is to **email** one document, preferably in **Word format to:** [recruitment@mentalhealthcommission.gov.au](mailto:recruitment@mentalhealthcommission.gov.au)

## Contact:

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

When framing your application, you should take account of the requirements of the position and the selection criteria 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, educational qualifications and referees.
- 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 selection criteria.

**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.

People with a lived experience of mental health issues are encouraged to apply.

We wish you all the best with your application.