

POSITION DESCRIPTION

Project and administration Officer National Register/NMHCCF

Reports to: Manager Lived Experience Programs

Date: January 2022

Mental Health Australia Values

Mental Health Australia has endorsed the following principles. These serve as a guiding set of values informing all Mental Health Australia activities:

- Equity and social justice
- Inclusiveness and collaboration
- Integrity and diligence
- Responsiveness to need
- Tolerance and understanding of diversity
- Professional competence.

Position Purpose

This position is responsible for providing project and administration support to mental health consumers and carers engaged in Mental Health Australia or Mental Health Australia auspiced activities, particularly the National Register of Mental Health Consumer and Carer Representatives (National Register) and the National Mental Health Consumer & Carer Forum (NMHCCF).

Position Responsibilities

Administration

- Under limited supervision, work directly with and provide administrative support to the Manager Lived Experience Programs and NMHCCF members.
- Assist the Manager Lived Experience Programs to provide secretariat support to the NMHCCF, including liaising with NMHCCF members, preparing meeting materials, managing the organisation of meetings, coordinating travel and venue requirements, and maintaining the NMHCCF website.

- Provide administrative support for the National Register of Mental Health Consumer and Carer Representatives and manage the conduct and organisation of the National Register annual workshop. Specific duties will include preparation of a fortnightly news bulletin to support NMHCCF and National Register members; organising logistics for the Annual Issues and Opportunities Workshop (Annual Workshop), maintaining the National Register section of the Mental Health Australia website, moderating the National Register Loomio and managing the National Register membership database.
- Formulate strong links with members of the National Register and the NMHCCF through trauma-informed practice.
- Coordinate consumer and carer representation on external committees
- Provide administrative support, where required, to consumer and carer representatives on national committees.
- Have an understanding of project finances and ensure expenditure related to National Register and NMHCCF activities (e.g. sitting fees, travel, venue) aligns with approved budgets. This includes reviewing expenditure and coding in the finance spreadsheet.

Projects

- Coordinate National Register projects and assist with the coordination of NMHCCF projects including liaison with consultants, correspondence, meeting organisation, timelines and outputs.
- Work with and provide secretariat support to project advisory or working groups or other relevant expert groups as they relate to NMHCCF and/or National Register priority areas.
- Coordinate the Annual Workshop, including project planning, engaging with the working group and facilitator/s (as required) to develop the workshop agenda, engaging with facilitator/s and speakers, organising the venue, accommodation and travel, and developing the workshop outcomes report. This includes organising webinars and online workshops in-between face-to-face workshops, throughout the year.
- Monitor the membership of the National Register and, when required by decreased numbers and/ or Department of Health request (or other catalyst), coordinate the review and selection of new or additional National Register members.
- Work in a self-directed manner to manage responsibilities and progress workload.

Corporate Requirements

- Participate as an effective team member within the consumer and carer team, including assisting other members of the team when required.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are

treated with dignity and respect.

- Be conversant with policies and procedures relevant to this position and workplace.
- Undertake other general duties as required commensurate with skills, knowledge and experience.
- Able to demonstrate values consistent with the Mental Health Australia.

Skills, Knowledge and Experience

The candidate characteristics for this position include:

- Demonstrated experience in a relevant administrative environment and proven administrative skills, including use of Microsoft Office products, general correspondence and report generation and preparation.
- Strong organisational skills including the ability to manage numerous tasks concurrently, establish priorities and work to tight or competing deadlines. Understanding of consumer and carer advocacy and activism, trauma-informed practice, and the principles of recovery.
- Demonstrated ability in project management, including research, analysis, and planning.
- Sound secretariat experience in preparing meeting documentation (agendas, minute taking and writing, and preparation of meeting action lists) and organising travel and venue requirements.
- Proven ability to work in a team environment and on an individual basis.
- Ability to exercise sound judgement and initiative.
- Strong interpersonal skills and the ability to effectively build and maintain effective working relationships with stakeholder groups such as consumers, carers, co-workers, community groups, government agencies and individuals.
- Strong written and verbal communication skills.
- Able to demonstrate values consistent with the Mental Health Australia.

Desirable characteristics include:

- Tertiary qualifications in a relevant discipline.
- Awareness of policies and issues relevant to mental health and social policy reforms in Australia.
- Experience working in a small team environment with a community based organisation.