

POSITION DESCRIPTION

Embrace Project Manager – Delivery

Reports to:	Director, External Relations
Date:	January 2022
Duration:	Full-time (3 year contract with option to extend a further 12 months)

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.

Embrace Multicultural Mental Health (the Embrace Project) is run by Mental Health Australia and provides a national focus on mental health and suicide prevention for people from culturally and linguistically diverse (CALD) backgrounds.

It provides a national platform for Australian mental health services and multicultural communities to access resources, services and information in a culturally accessible format.

The Embrace Project builds on the important work of previous national multicultural mental health projects - including the MHiMA and the Multicultural Mental Health Australia project - and works towards an equitable mental health system which reflects and responds well to the needs of Australia's multicultural population.

The key objectives are:

- Increase participation of consumers and carers from CALD backgrounds in mental health services,
- Improve outcomes for CALD mental health consumers, carers and their families,
- Increase mental health awareness, knowledge and capacity in CALD communities, and
- Improve cultural responsiveness and diversity of the mental health workforce.



Position Purpose

As the Embrace Project Manager, Delivery you will lead a small team and work with the Embrace Project Manager, Engagement & Partnerships to ensure work is planned and managed effectively and the Embrace Project outcomes are successfully delivered.

This position has strategic policy and operational responsibility for the overall delivery of the Embrace Project encompassing project management and governance advice, and ensuring risks and issues associated with the project are identified and effectively managed.

Position Responsibilities

- Manage the Embrace Project Officer and work with the Embrace Project Manager Engagement & Partnerships to deliver the Embrace Project and associated CALD activities within Mental Health Australia.
- Strategically manage the day to day operational aspects of the Embrace Project and monitor the progress of tasks to ensure milestones and performance indicators are met, including:
- Develop, implement and monitor the Embrace Project's annual Activity Work Plan in consultation with the Alliance and with input from the CALD mental health consumer and carer group and Stakeholder Group
- Coordinate internal and external resources associated with the delivery of assigned tasks and activities in line with the Embrace Project's Activity Work Plan
- Prepare reports for the Department of Health, including project status reports and recommendations for future directions
- Ensure the coordination, implementation and evaluation of project activities is being conducted in line with the Embrace Project's agreed protocols, timetables, and budget to achieve established milestones
- Manage administrative and governance processes for the Embrace Project, including budgets, financial summary reports and a project risk matrix for the Mental Health Australia Executive and Board, and the Alliance
- Represent the Embrace Project as required, including advocating for and representing the Embrace Project's policy positions in a range of forums including giving public presentations and providing input to national committees
- Collaboratively manage the CALD Community Engagement Project with the Embrace Project Manager - Engagement & Partnerships and Embrace Project Officer
- Contribute to research and formulate policy positions, submissions and reports on multicultural mental health in collaboration with the Alliance, Mental Health Australia staff, stakeholders and other relevant bodies
- Liaise with government departments, CALD communities and other key stakeholders.
- Contribute to and assist with the implementation of strategies to advance mental health and suicide prevention for people from CALD backgrounds
- Ensure the processes in place to capture views of marginalised groups within the sector, such as CALD consumers and carers, are effective so they are consulted on policy issues particularly relevant to them.



Corporate Requirements

- Participate as an effective team member within Mental Health Australia, 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 Occupational 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 your job and workplace
- Undertake other general duties as required commensurate with skills, knowledge and experience
- Able to demonstrate values consistent with Mental Health Australia
- Other duties as required

Skills, Knowledge and Experience (Selection Criteria)

The candidate characteristics for this position include:

- Relevant tertiary qualifications (e.g. project management, business management, health) and/or demonstrated comprehensive experience in project and program management
- Sound experience in engaging effectively and working collaboratively with a range of stakeholders, including CALD communities and individuals, to facilitate cooperation and support in achieving outcomes and to establish and maintain strong effective working relationships
- Substantial knowledge and experience in managing and delivering national programs, projects and contracts with Government and other funding bodies
- Demonstrated knowledge of reporting requirements for government departments and experience in writing those reports
- Demonstrated high level skills in budget development, financial management and cost control to achieve project deliverables, operational and/or strategic goals
- Demonstrated ability to identify strategic and operational issues, think laterally and apply analytical, qualitative and research skills to develop appropriate creative strategies for resolution
- Strong representational and interpersonal skills and the ability to communicate effectively (written and verbal) with a diverse range of people to develop and share concepts, information and ideas successfully
- Effective leadership and management skills to manage and develop others to achieve organisational goals and objectives.

Desirable characteristics include:

- Experience working in a small team environment with a community based organisation
- A knowledge and understanding of issues facing the mental health sector in Australia
- A knowledge and understanding of mental health issues facing the CALD communities in Australia

