

DUTY STATEMENT

Area/Program: Planning and Stakeholder Engagement

Position Description: Senior Project Officer – Mental Health Regional Plan

Preparation Date: 23/01/2019

Version No.: 1.0

Role Context

The Senior Project Officer will work as part of a small team and is accountable to the Planning and Stakeholder Engagement Manager. The position contributes to the development of a *Mental Health Regional Plan* and other related initiatives, working closely with stakeholders to deliver project outcomes within agreed timeframes.

Specific Duties

Project Management

- Source, analyse and integrate relevant information, consultation and research to inform the development of a *Mental Health Regional Plan* taking into consideration relevant policy environment
- Manage and oversee all aspects of project planning, development and implementation for a range of projects, including developing project plans, coordinating resources, managing budgets, meeting reporting requirements and supporting project-related activities to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope
- Develop a sound knowledge of issues relevant to mental health regional and local planning, including knowledge of the mental health evidence base, relevant national frameworks/tools, suicide prevention evidence base, project stakeholders and target audience
- Provide a strong external stakeholder engagement and management framework, maintaining good working relationships
- Ensure a deep understanding of the key Gold Coast mental health service provision issues and work with stakeholders to set the strategic agenda in regional cross-sectoral partnerships.
- Undertake research and formulate recommendations to support evidence based project planning and decision making
- Undertake a range of partnership and regional coordinated activities
- Coordinate the preparation of materials for working groups, forums and online consultation

Communication

- Prepare written reports, discussion papers and other relevant documentation as part of the *Mental Health Regional Plan* development process
- Develop and deliver presentations and workshops ensuring the provision of clear, evidence-based information appropriate to the audience
- Develop regular progress reports and evaluations to key partners and governance groups
- Present findings in an accessible format for multiple audiences including, but not limited to local mental health sector and the public
- Provide advice and information to stakeholders on emerging project issues and to support project development and delivery in line with plans, budgets, timeframes, policy objectives and priorities

Productive Working Relationships

- Liaise, consult and negotiate with a range of individuals and organisations to build strategic partnerships and complete project activities including, but not limited to, Gold Coast Health, mental health service providers and general practices
- Establish a project steering committee and support working and leadership groups and other key advisory groups including GCPHN's Community Advisory Council and Clinical Council
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met
- Contribute to the development of a highly effective team by working collaboratively across the organisation to meet priority needs and activities, whilst actively sharing knowledge and experiences
- Contribute to building a consumer-focused integrated primary health care system through community, consumer and carer consultation

Quality Improvement

- Monitor and evaluate all aspects of project implementation, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and address issues, assess project progress and effectiveness and achieve project outcomes
- Coordinate all staff and stakeholders contributing to the project, ensuring compliance with governance and quality requirements, to successfully deliver all key project milestones and outcomes
- Maintain data integrity within all systems
- Contribute to the development, implementation and evaluation of activities to achieve and maintain continuous quality improvement

Operational

- The incumbent can expect to be allocated duties not specifically mentioned in this document that are within the capabilities, qualifications and experience normally expected from persons occupying jobs at this classification level

Desired Knowledge/Qualifications/Experience

- Experience applying project management methodology to the planning and delivery of primary health care services, preferably in a health care content
- Relevant tertiary qualification in a health science or health management discipline (health promotion) or demonstrated experience in the primary health care setting. Please note that clinical expertise is not a requirement of this role
- Demonstrated experience working in collaboration with Government and non-Government agencies

DOCUMENT CONTROL

Managed by: Planning and Stakeholder Engagement Manager	Approved by: Director of Commissioning (Programs)	Version: 1.0
Next review date: 30/06/2020	Date approved: 04/02/2019	Status: FINAL

REVISION RECORD

Date	Version	Revision description