

SECTOR DEVELOPMENT OFFICER

Position level: ACT MEA Award level 6.1; \$83,584 pa (pro rata) plus 9.5% superannuation and generous salary packaging

Position title: Sector Development Officer

Responsible to: Policy and Sector Development Manager

Hours: 4 days/26-30 hours per week

MHCC ACT is seeking a person with the depth of experience, qualifications and character for a challenging work program in a sector which has undergone massive transformation in the past few years.

MHCC ACT is the peak body for community based mental health service providers. This sector covers the range of non-government organisations (NGO) that offer recovery, early intervention, prevention, health promotion, NDIS and community support services for people with a mental illness and psychosocial disability.

The position

As part of a small team of part-time staff, and under the leadership of the Policy and Sector Development Manager, you will engage in a range of activities aimed at sustaining and strengthening non-government organisation (NGO) community managed mental health services in the ACT.

Under direction from the Manager, this position is responsible for developing, implementing and driving the sector development aspects of MHCC ACT's work program. This requires a sound understanding of NGO mental health services and what and where the issues are in the ACT. You will liaise equally effectively with service providers, peak bodies, government agencies, academics and others. You will work with stakeholders to embed a culture of continuous quality improvement in NGO mental health services and to develop targeted strategies to address sector and workforce development issues in the sector. You will represent the organisation on committees and working groups.

You will value the expertise from people with a lived experience of mental illness, their families and carers. You will exercise reflective practice and establish systems to gauge the effectiveness of MHCC ACT's sector development work through stakeholder feedback and other appropriate methods. Your well-developed communication skills will be put to good use in this position.

Amongst your first tasks will be to work with stakeholders to finalise and begin implementing an MHCC ACT Sector Development Strategy for the next three years. This Strategy has a particular focus on workforce development and contains activities such as designing and implementing a framework for a values based training program; establishing Communities of Practice; and working with government to improve the interface between clinical and NGO services that support people with mental health challenges.

Another important aspect of this position is timely and relevant information sharing in the form of newsletters and public forums. This is an area in which all staff contribute, but you will be responsible for driving and ensuring quality outcomes.

You will participate in regular staff meetings and contribute to other areas of MHCC ACT's work program as appropriate.

As a small organisation it is particularly important that staff work effectively with each other and that you contribute to a considerate and productive work environment.

You will be proficient in the use of Microsoft Office suite of products and have the ability and willingness to learn new skills and use them in your daily work. Our office has recently moved to using SharePoint. Other IT platforms regularly used include Mailchimp; SurveyMonkey; Doodle poll and Eventbrite

Accountability

You will report to the Manager of the Policy and Sector Development team. You will also be required to support other areas of our work program as appropriate.

The Organisation

As the peak body for NGO mental health services in the community, the MHCC ACT vision is to be the voice for quality mental health services shaped by lived experience. Our purpose is to foster the capacity of service providers to support people to live a meaningful and dignified life. To be successful in this task we need to effectively prioritise issues and be strategic in the way we work due to the great range of issues to be addressed.

MHCC ACT also contributes to the development of quality community managed mental health services nationally via its involvement with Community Mental Health Australia (CMHA).

If successful, you will join a harmonious and supportive organisation committed to high standards of professionalism and a culture of continuous quality improvement. We pride ourselves on having a relatively flat management structure, offering our staff autonomy but with the expectation that they work within the parameters of the organisation, are practiced team players, proactive communicators, have well developed time management skills, and raise issues early. We offer staff regular development and training opportunities.

SELECTION CRITERIA (SKILLS AND KNOWLEDGE REQUIRED)

Qualifications

1. Tertiary qualifications preferably in social sciences, humanities, community development, mental health or a related field, OR an equivalent combination of experience and training.

Experience

2. Min 3-5 years experience in sector development work in the non-government or government sectors, preferably in one or more of the following: mental health and wellbeing, psychosocial disability; social work; or health promotion.
3. Demonstrated strong, respectful and effective communication and interpersonal skills, both written and oral. This includes the ability to:
 - a. communicate with and influence a wide range of people
 - b. build and maintain relationships between MHCC ACT and its stakeholders
 - c. write effective letters, proposals, reports, minutes and submissions to a range of audiences
 - d. represent MHCC ACT in various meetings and forums; organise meetings and events; occasionally facilitate/lead them; report on same
 - e. communicate with other staff, including by sharing learnings, giving feedback, and seeking and accepting feedback and guidance.
4. Good analytical and conceptual skills, including the ability to:
 - a. quickly get on top of new issues and developments
 - b. assess feedback and other information from a variety of sources in order to understand issues and develop appropriate responses
 - c. stay well informed about local and national developments in the sector
 - d. establish simple systems to evaluate and monitor outcomes.
5. Demonstrated project management and organisational skills, particularly in:
 - a. time management, including juggling short and longer term priorities and producing timely and quality outcomes
 - b. working within a framework, including a given budget and objectives
 - c. working collaboratively with stakeholders; including, when appropriate, using codesign and coproduction principles
 - d. following a project through to completion
 - e. problem solving and solutions focus
 - f. working independently and as part of a team.
6. Proficient in the use of the Microsoft Office and other IT products in all aspects of your work.

Additional requirements:

- A current Working with Vulnerable People check or willingness to undertake one
- A current Police Check or willingness to undertake one
- The position is subject to a three month probationary period

HOW TO APPLY

Contact MHCC ACT for the full position description, selection criteria and application process details (also available on our website at www.mhccact.org.au/careers).

To apply, please send the following documents by email to admin@mhccact.org.au (Word or pdf format):

1. Cover letter summarising why you want this position and your capacity to deliver high quality outcomes (1-2 pages)
2. With reference to the position description, a statement addressing the requirements in the selection criteria (maximum 4 pages). Please note that while you need to demonstrate that you meet the requirements of each of the six selection criteria, you do not need to address each of the sub points (ie. a,b,c etc) separately
3. Current CV/Resume, including full name; best contact phone number; and email address (maximum 4 pages).

You are expected to have familiarised yourself with the work of the organisation and understand the role of peak organisations and the 'community sector'.

MHCC ACT is an equal opportunity employer and people with lived experience of mental health issues and/or diverse backgrounds are encouraged to apply.

Important: Your application is only considered complete if it contains all three of the above listed documents. If any of these documents are missing or incomplete your application will not be read or evaluated.

THE PROCESS

Complete applications will be assessed, and those shortlisted will be offered an interview by a small panel of people. You might also be asked for a follow up interview. You will also be asked to provide two recent referees who can speak to your suitability for this position.

People not shortlisted will be advised as soon as possible.

We are seeking to fill this position as soon as possible.

Applications close midnight Thursday 5 December 2019

FOR MORE INFORMATION

Contact Policy & Sector Development Manager Leith Felton-Taylor or MHCC ACT Executive Officer, Simon Viereck, on ph (02) 6249 7756.

ENDS

