



## NDIS Psychosocial Workforce Project Manager

### Position Description

<b>Date:</b> 5 June 2020	<b>Name of Employee:</b>
<b>Reports to:</b> Director – Workforce Development and Learning	<b>Direct Reports:</b> Multiple
<b>Conditions:</b> <ul style="list-style-type: none"> <li>• Fixed Term – Part-time Contract – commencing in June/July 2020 for a 12-month period, with the possibility of extension.</li> <li>• 4 days / Total 30 hours per week – with scope to negotiate days/distribution (1 day = 7.5hrs).</li> <li>• Employment Agreement 2015-2018 – Level 7. \$92,970.80 – 96,863.52 per annum (38 Hours per week, pro rata 30 hours per week) plus 9.5% Superannuation</li> <li>• Salary Packaging is available</li> <li>• The position is based in Elsternwick Victoria, at Mental Health Victoria’s offices</li> </ul>	

#### **MENTAL HEALTH VICTORIA**

Mental Health Victoria is a not-for-profit, independent, organisation providing thought leadership and informed policy perspectives on mental health reform to ensure that people living with mental illness can access the treatment and support they need. Our membership is drawn from organisations that work within or intersect with the mental health system.

Mental Health Victoria specialises in public policy, workforce development and training, and services that build individual, organisational and community capacity. Mental Health Victoria translates best evidence into practice for the benefit of its members and their staff, consumers and communities.

Our services, resources and advocacy efforts are informed by Australian and international best practice.

## **Our Mission**

Is to drive system reform to ensure that people receive the mental health care they need.

## **Our Purpose**

Is to ensure that people living with a mental illness can access effective and appropriate treatment and community support to enable them to participate fully in society.

## **Our Values**

*Service* - we strive to understand the needs of those we serve and deliver accordingly;

*One Team* - working together respectfully, valuing each other, to deliver the best outcomes for Members;

*Integrity* - each individual is accountable for their actions, their honesty and doing the right thing;

*Courage* - having the courage to deal with change - thinking boldly and finding new ways of doing things;

*Achievement* - pursuing personal, team and organisational excellence.

## **SUMMARY OF ROLE**

This is a newly created role to provide strong project management of Mental Health Victoria's three NDIS Psychosocial workforce development projects. The role will predominantly focus on the NDIS Recovery-oriented Psychosocial Disability Support (ROPDS) Project – Growing National Workforce Capability Development (2020-2021) Project (see below for project detail), providing both project management as well as project team leadership and management.

With regards to projects 2 and 3, which are well advanced, the NDIS Psychosocial Workforce Project Manager role will focus on strengthening those project's project management/execution monitoring processes and associated documentation, working closely with the Director Workforce Development and Learning, who will continue to provide team leadership and management in relation to these projects.

The projects are:

### ***1. NDIS Recovery-oriented Psychosocial Disability Support (ROPDS) Project – Growing National Workforce Capability Development (June 2020 – June 2021)***

This project, funded by the Department of Social Services (DSS), working nationally will identify and lead a market informed, national approach to professional development that increases the skills and knowledge base around Recovery-oriented Psychosocial Disability Support (ROPDS) across the NDIS.

- I. The project will identify emerging best practice and create national linkages to provide a modern context to ROPDS incorporating the experiences of service providers, staff and participants.
- II. The focus will be on working with providers and their workforces to develop a shared understanding of core competencies, professional development needs and a common approach to expand capacity and capability to support participants with psychosocial disabilities.
- III. This will be achieved collaboratively across jurisdictional boundaries, to identify gaps and map preferred methods for training frontline staff, focussing on NDIS Support Workers.
- IV. Information gathered will be used to influence future national training packages/qualifications.

## **2. MHV NDIS Workforce Development (Psychosocial Capabilities) Project (2019-2021)**

This Victorian Department of Health and Human Services (DHHS) funded project is focussed on the development of a Psychosocial Capability Framework (completed) that will be translated into a workforce capability building program, including the design, production, and delivery of innovative, predominantly digital, professional development programs for workers in the NDIS providing supports for people living with psychosocial disability.

## **3. From Survive to Thrive: Building the resilience and wellbeing of the NDIS Workforce (2020)**

This project, funded by the Department of Social Services (DSS), is focussed on the development of two professional development programs for the NDIS workforce around worker wellbeing and resilience. This project is being done in close collaboration with ECIA (Victoria/Tasmania). Once the programs are developed, there will be a limited rolled out to workers in Victoria and Tasmania as part of an extensive piloting and program refinement process. The programs, post project will become part of MHV's (and ECIA V/T's) ongoing professional development offering.

### **About the work**

The NDIS Psychosocial Workforce Project Manager will lead MHV's NDIS Recovery-oriented Psychosocial Disability Support (ROPDS) Project – Growing National Workforce Capability Development (June 2020 – June 2021), while supporting the Director Workforce Development and Learning's leadership of the two other projects.

In relation to the ROPDS Project, this will include the application of project management principles and tools to the work; including management and coordination of project staff and effort.

The role will also play a key part in all aspects of stakeholder management and engagement. Within the ROPDS Project this will be particularly important where a number of new stakeholders and relationships will need to be established and maintained.

From time to time the role will also provide advice internally in relation to the NDIS Program, and in particular the provision of services for people living with psychosocial disability, supporting MHV's ongoing engagement in this area at a policy level as the overall NDIS continues to evolve in its approaches.

### **KEY RESULT AREAS (KRA's) AND ASSOCIATED TASKS/ACTIVITIES**

1. Successful completion of the NDIS Recovery-oriented Psychosocial Disability Support (ROPDS) Project – Growing National Workforce Capability Development (June 2020 – June 2021)
2. Provision of Project Management supports to the Director Workforce Development and Learning towards the successful completion of the MHV NDIS Workforce Development (Psychosocial Capabilities) Project (2019-2021) and From Survive to Thrive: Building the resilience and wellbeing of the NDIS Workforce (2020) projects.

#### **Project Management**

- Planning
- Review and Reporting
- Resource and Budget management
- Project Governance support including Project Control Groups

#### **Project Delivery**

- Review, integration and synthesis of the different project components developed by individual project team members; towards delivering overall project outputs and deliverables

### **People/Team Management**

- Support and supervision
- Coordination of effort and outputs to ensure cross-project alignment and consistency

### **Stakeholder Engagement and Management**

- Identification, engagement and relationship development with stakeholders
- Forum leadership

### **General responsibilities**

- Positively represent Mental Health Victoria and the project at all times
- Develop and maintain a culture that consistently represents Mental Health Victoria's values
- Provide a client-friendly service that caters for, and delivers on, community and sector needs and ensures the delivery of quality customer service
- Adhere to Mental Health Victoria's policy and procedures and workplace/industry requirements
- Be involved in evaluations of performance as an ongoing part of continuous improvement
- Seek assistance from relevant Mental Health Victoria staff as required
- Use equipment provided in a professional manner
- Promote the project and profile of Mental Health Victoria to the sector and other relevant parties
- Other duties as directed.

### **AUTHORITY**

The NDIS Psychosocial Workforce Project Manager, in consultation with Director Workforce Development and Learning, will operate under limited direction, exercising the full range of authority and responsibilities consistent with a Project Manager role; including:

- The formation/establishment of procedures and work practices within the projects the provision of assistance to other employees and/or sections,
- Executing responsibility for decision-making and the provision of expert advice to other areas of the projects and organisation,
- Undertaking managerial or specialised functions under a wide range of conditions to achieve results in line with project and organisational goals, and
- Exercising managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation for project related operations.

### **KEY SELECTION CRITERIA**

(Qualifications, experience and demonstrated competencies)

#### **Essential**

- Extensive project management experience
- Knowledge of and experience in mental health service provision
- People and team management experience
- Stakeholder management experience
- Strategic thinking and problem solving abilities

#### **Desirable**

- Workforce development / learning and development experience
- Project management experience in national projects
- Knowledge of and experience in NDIS psychosocial disability service provision, including:
  - Overall system; service delivery practice; provider organisations and/or workforces