

POSITION DESCRIPTION

Mental Health and Wellbeing Reform Lead

Reports to:	Director of Mental Health and Wellbeing
Domain:	Operations
Business Unit:	Mental Health and Alcohol and Other Drugs Team (MHAOD)
Contract type:	1.0 FTE Continuing
Classification:	NC7
Salary:	\$112,651 – \$118,895 per annum
Location:	Murray PHN locations include Albury / Bendigo / Mildura / Shepparton

Primary purpose of this position

The primary purpose of this position is to provide senior leadership for system improvement and reform for identified elements of the mental health and wellbeing portfolio at Murray PHN. This position also provides program support and line management to the coordinators in delegated programs. This role will lead the Joint Regional Mental Health and Suicide Planning, suicide prevention, performance data and service evaluation work for Murray PHN. As work demands arise and resources allow, the position will lead new projects that inform the commissioning of stepped care mental health and alcohol and other drug (AOD) services, as they are allocated by the Director of Mental Health and Wellbeing.

Scope	
Direct reports to this position	Indirect reports
<ul style="list-style-type: none">Regional Plan CoordinatorSuicide Prevention CoordinatorPlace-based Trial Support Officer - Suicide PreventionPerformance Data SupportProject Coordinator	N/A

Key relationships	
All employees have responsibility for managing aspects of relationships. At all times those interactions should reinforce our intention that we are easy to do business with.	
Internal	External
<ul style="list-style-type: none">Director Mental Health and WellbeingMental Health and Wellbeing Commissioning LeadFinance and Reporting TeamManagement AccountantPeople and Culture TeamContracts and Commercial LeadProcurement LeadCommunications Lead	<ul style="list-style-type: none">Mental Health and AOD leaders in Primary Health NetworksMHAOD services in the Murray PHN regionState and Federal Government Departments and their funded entitiesConsultants as engaged by Murray PHN

Key accountabilities

- Develop a culture of evaluation within Murray PHN mental health and wellbeing programs by evaluating current commissioned services and establishing a model integrity framework.
- Accountable for the successful operation of delegated strategic initiatives commissioned by Murray PHN, including as a Responsible Manager and Activity Lead for identified programs.
- Responsible for providing leadership and operational support to delegated program streams and allocated staff from the Mental Health and Wellbeing Team in line with Murray PHN Values, the Operational Instrument of Delegation (OIoD) and the Responsible, Accountable, Consulted, Informed Framework (RACI).
- Required to demonstrate initiative in partnering with and providing insights to, the Director of Mental Health and Wellbeing so they can carry out effective decision-making regarding commissioning and improvement strategies within the mental health, alcohol and other drug portfolio.

Key responsibilities

% of job

Providing effective leadership and line management.

50%

- The portfolio includes Joint Regional Mental Health and Suicide Prevention planning, suicide prevention, performance data and mental health and wellbeing program evaluation. This may include other additional programs as required.
- Ensuring that direct reports receive support to successfully fulfil the key accountabilities and responsibilities of their position.
- Addressing implementation issues and generating effective responses which lead to greater performance and continuous quality improvement within area of responsibility.
- Making timely decisions in line with the Responsible, Accountable, Consulted Informed (RACI) and Operational Instrument of Delegation (OIoD).
- Ensuring your team appropriately utilises the systems established by Murray PHN, e.g. FOLIO, Murray Hub, Murray Partners, and Enterprise-wide Risk Register.
- Fulfilling the role of Responsible Manager and Activity Lead/Subject Matter Expert where required in line with Murray PHN policies and procedures.
- Contribute to strategy, tools and resource development identified for successful management and oversight of allocated program areas.
- Fulfill the role of Data Management Steward for the Mental Health and Wellbeing Team and oversee the collection, reporting and use of performance data for reform activities.

Working proactively, effectively, and cooperatively with the Director of Mental Health and Wellbeing.

30%

- Delivering on the key objectives outlined in the mental health and wellbeing funding schedules.
- Creating and reviewing procurement plans, executive and board briefings, and strategic communications to gain the authorising environment for delegated mental health and wellbeing activities.
- Contributing to strategy, resources and policy/procedure development for successful management and oversight the mental health and wellbeing program areas.

Key responsibilities	% of job
<ul style="list-style-type: none"> Actively managing organisational, program and portfolio risks, complying with policies and procedures, and informing the Director of Mental Health and Wellbeing to enable strategic oversight. 	
<p>Maintaining relationships across the mental health sector and broader health environment.</p> <ul style="list-style-type: none"> Representing your areas of responsibility to ensure Murray PHN advocates for quality, equity, and systems improvement. Participating in mental health and wellbeing networks with other Primary Health Networks. 	10%
<p>System integration.</p> <ul style="list-style-type: none"> Leading partnership work with identified organisations to consider system improvements and reform. Contributing to public forums and consultations to lead to system improvements. Contributing to regional planning strategy. Engaging with mental health initiatives and reforms that impact on the commissioning of primary mental health and AOD services. 	10%

Knowledge, skills, experience, and qualifications

The knowledge, skills, experience, and qualifications for this role are:

Essential

- Tertiary degree/qualification in health, allied health, social policy, social sciences, or relevant field combined with a minimum five years' management experience.
- Extensive project management experience.
- Experience in working effectively with strategic and operational stakeholders in service planning and development in the mental health and wellbeing sector.

Desirable

- Leading teams in designing, negotiating, and implementing reform activities in a mental health or related sector.
- Significant history of managing direct service delivery in the mental health and wellbeing sector.
- Data management qualifications or experience.

Other responsibilities

- Actively participate in Murray PHN committees and working groups.
- Work in accordance with and support of Murray PHN strategic objectives as directed.
- Comply with organisational values, policies and procedures including the Code of Conduct.
- Work in a safe manner, adhering to all work health and safety (WH&S) requirements and report all hazards and incidents through the organisation's WH&S processes.

Each Murray PHN employee is expected to:

Strategic alignment – Proactively work in a way that directly supports Murray PHN strategic objectives.

Workplace health and safety – Pro-actively work in a safe manner, adhering to all work health and safety (WH&S) requirements and report all hazards, near misses and incidents through the organisation’s WH&S processes.

Manage risk – Actively manage risks by complying with organisational policies and procedures and escalating risks for higher-level attention when required as per Murray PHN approved risk scales.

Governance – Actively embrace and understand their role and where it fits within Murray PHN Governance and Accountability Framework.

Cyber Security – Actively seek out the company’s policies and procedures and ensure you fully understand and abide by them.

Travel – As Murray PHN covers a wide regional and rural catchment some travel may be required as part of this role. This position will require a current driver’s licence which must be provided prior to commencing employment.

Behavioural competencies

This role has been evaluated at a Non-clinical Level 7 (NC7) in the organisation’s enterprise agreement and success in the role requires demonstration of the following behavioural competencies. Detailed descriptors can be found in the Murray PHN Behavioural Competency Framework upon appointment.

The successful candidate will demonstrate proficiency in the following areas:

Core behavioural competencies	
	<p>Communication</p> <ul style="list-style-type: none">• Builds effective two-way communication channels within team and across Murray PHN, encourages others to actively seek input and listen to diverse points of view, makes others aware of linkages across teams and work streams.• Anticipates and prepares for how others will react to information; presents a compelling vision of the business and achieves buy-in.
	<p>Change agility</p> <ul style="list-style-type: none">• Clearly articulates the rationale and organisational benefits of change, as well the impact of change on teams across Murray PHN, encourages team members to share their opinions and feedback on change.• Maintains team spirit during difficult situations; focuses team on shared objectives and reminds them of the need to stay cohesive.
	<p>Accountability</p> <ul style="list-style-type: none">• Consistently delivers on agreed goals and can be relied upon to meet or exceed expectations; investigates goals or tasks have not been delivered on time or to an acceptable standard to drive improvement in future.• Does not rationalise away poor practices or performance and follows up with individuals to ensure learning and improved performance.

Core behavioural competencies

	<p>Collaboration</p> <ul style="list-style-type: none"> • Drives team performance under difficult circumstances; builds relationships and works effectively with others in different areas to gain cross-functional organisational successes. • Utilises collaboration processes to develop shared understanding of issues and solutions, promotes initiatives that improve communication between teams, and brings employees together for major tasks to optimise use of talent.
	<p>One team mindset</p> <ul style="list-style-type: none"> • Identifies opportunities to bring others together to share information; ensures people are supporting each other appropriately; encourages exchange of ideas. • Creates alignment when working with conflicting individuals or groups to achieve organisational objectives, not personal agendas.
	<p>Business acumen</p> <ul style="list-style-type: none"> • Role models efficiency and appropriate use of resources; teaches others about business operations and imperatives on a regular basis. • Drives business decisions within area of responsibility with the aim of achieving improved primary health outcomes; creates governance mechanisms and instils a stewardship mindset across team members.

Leadership competencies

	<p>Future focus</p> <ul style="list-style-type: none"> • Develops business strategies aligned to Murray PHN's strategic vision and provides clear direction to support the achievement of organisational goals and objectives.
	<p>Enterprise leadership</p> <ul style="list-style-type: none"> • Develops and maintains long-term strategic alliances and partnerships with key stakeholders within and external to Murray PHN and builds effective working relationships with them.
	<p>Interpersonal leadership</p> <ul style="list-style-type: none"> • Adapts leadership approach and style to the personalities, styles and needs of colleagues, partners, and key stakeholders. • Uses personal empathy with all parties and creates an environment where Murray PHN values are put in action and colleagues demonstrate respect for one another.
	<p>Change leadership</p> <ul style="list-style-type: none"> • Anticipates the need for change, builds a strong case for it to seek sponsorship at all levels by using multiple channels for communication and supports translation of change into tangible initiatives.