

# Government of Western Australia Mental Health Commission

# JOB DESCRIPTION FORM

HSS REGISTERED	
Position number	00011175
Position title	Project Officer
Classification	Level 4
Employment Instrument	Public Service and Government Officers General Agreement
<b>Registration date</b>	August 2016
Key objectives of the Mental Health Commission	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

#### **Reporting Relationships**

*Reports to:* Manager

Level 7

00011177

Positions under direct supervision: Nil

#### We Value:

#### People

Treat people with respect, courtesy and in a culturally appropriate manner, to improve the health and wellbeing of the community.

### Teamwork

Work together in a supportive, open, and constructive way, and respect diversity.

#### Being inclusive and accessible

Actively seek to engage and collaborate with others.

#### Accountability, integrity and transparency

Act ethically and professionally, be responsible, open and robust in our decision making and actions.

#### Being innovative and dynamic

Be flexible and responsive in the development of evidence-informed solutions

# Primary Objectives of role:

Undertakes planning and projects to help facilitate the operational and strategic directions of the Workforce Development Branch, and manages the administrative function.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health outcomes.

### General Responsibilities

# 1. PLANNING AND PROJECTS

- 1.1. Organises the development and production of training calendars.
- 1.2. Undertakes projects to help facilitate the operational and strategic direction of the Branch.
- 1.3. Undertakes the organisation of marketed education and training events, including symposia, for the Workforce Development Branch.
- 1.4. Contributes to the development, design, and production of marketing strategies, resources and other publications for the Branch.
- 1.5. Functions as a team member and shares knowledge and skills in Workforce development processes.

### 2. ADMINISTRATION

- 2.1. Manages the administration function of the Workforce Development Branch.
- 2.2. Develops, implements and reviews the administrative, financial and information systems within the Branch which allows for event management, reporting and information delivery.
- 2.3. Continuously reviews and improves administrative policies, processes and procedures so as to improve efficiency and service.
- 2.4. Coordinates and ensures timely compliance with reporting requirements.
- 2.5. Collects and keeps records and files in accordance with the principles and standards of government record keeping and MHC policies and procedures.

# 3. CONTRACTING, PURCHASING AND FINANCE

- 3.1. Manages the day to day purchasing of goods and services and ensures purchasing meets Mental Health Commission's Policies and Procedures and State Supply Commission requirements.
- 3.2. Provides contracting and purchasing advice and assistance to Workforce Development staff.
- 3.3. Prepares contract letters for external service providers and ensures that documentation is maintained for audit purposes.
- 3.4. Coordinates and monitors invoicing, payments and other financial processes for the Branch.
- 3.5. Provides advice and support to officers on budgeting, finance matters and resolves finance problems and issues, and liaises with the Finance Branch to ensure successful resolution.

# 4. OTHER

- 4.1. Participates as required in MHC's Performance Management System.
- 4.2. Other duties as directed.

# **Selection Criteria**

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

# **Essential Selection Criteria:**

- 1. Well-developed skills in organising and coordinating education and training programs.
- 2. Demonstrated administrative skills for the development, implementation and review of administrative, financial and information systems.
- 3. Demonstrated ability to work unsupervised in a team environment.
- 4. Well-developed organisational skills, including demonstrated ability to meet competing deadlines.
- 5. Well-developed verbal, written and interpersonal skills.
- 6. Sound knowledge of procurement policies and procedures.
- 7. Current knowledge and commitment to disability services, equal opportunity and OSH issues in all aspect of employment and services delivery.

### **Desirable Selection Criteria:**

- 1. Project management and planning skills.
- 2. Experience in developing and implementing change processes.
- 3. Computing skills, including word processing, spread sheets and PowerPoint.

### **Appointment Factors**

This position is subject to a:

• Successful criminal record screening.

# **Ethical Decision Making and Practice**

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

#### Workplace Safety

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.