

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.