



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

HSS REGISTERED

Position number	00011152
Position title	Senior Project Officer
Classification	Level 5
Employment Instrument	Public Service and Government Officers General Agreement
Registration date	October 2018
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 Mental Health 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:

Position Title	Classification	Position No.
Manager Public Education and Health Promotion Programs	Level 7	00011157

Positions under direct supervision:

Position Title	Classification	Position No.
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We Value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Primary Objectives of role:

Develops implements, manages and evaluates alcohol-related prevention campaigns, programs and projects in the public education and health promotion area. Supervises officers. Prepares submissions, planning documents and reports and contributes to program policy development. Liaises with other government and non-government agencies and other groups about alcohol issues. Conducts presentations relating to mental health, alcohol and other drug-related prevention initiatives.

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

CAMPAIGNS AND PROJECT ADMINISTRATION

- Develops implements, manages and evaluates state-wide alcohol-related prevention campaigns, programs and projects within the mental health, alcohol and drug area targeting the general community and specific target groups, including youth.
- Develops educational and promotional strategies and publications for state-wide alcohol-related prevention programs.
- Liaises with external agencies on the development of alcohol-related prevention campaigns, programs and projects.
- Researches and prepares submissions, planning documents, discussion papers and reports relating to campaigns, programs and projects.
- Manages allocated budget and maintains commitment registers for specific campaigns, programs and projects.
- Advises and supports agencies, organisations and community groups to conduct alcohol education and prevention initiatives.
- Responds to requests for information on alcohol-related prevention issues and programs.

SUPERVISION

- Supervises officers for specific alcohol-related prevention programs, campaigns and projects as delegated.

POLICY

- Contributes to the development of mental health, alcohol and other drugs program policy and priority setting.
- Prepares briefing notes, ministerial correspondence and policy documents relating to alcohol-related prevention issues.

LIAISON

- Liaises with and works with government departments and non-government bodies, health, welfare and educational professionals, businesses, tertiary education institutions and community groups as directed to identify local needs and priorities and to facilitate the development of appropriate partnerships and collaborations to target the prevention of mental health issues and alcohol and drug-related harm at a state-wide, regional and community level.
- Represents the Directorate on committees and working parties as required.

EDUCATION

- Conducts training sessions relating to the planning, development, implementation and evaluation of alcohol-related prevention programs for health and other professionals and community groups.
- Organises seminars, conferences, workshops and training sessions and presents lectures, seminars and conference papers.

OTHER

- Collects and keeps records and files in accordance with the principles and standards of government record keeping and the Mental Health Commission's (MHC) policies and procedures.
- Participates as required in MHC's Performance Management System.
- 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. Demonstrated ability to develop, implement, manage and evaluate mental health, alcohol and other drug-related prevention programs.
2. Sound knowledge of mental health, alcohol and other drug-related prevention priorities, methods and issues.
3. High level of written communication skills, including report writing.
4. High level of interpersonal and verbal communication skills.
5. Demonstrated project management skills.
6. Demonstrated ability to use research information to develop and evaluate policy and programs.
7. Current knowledge of legislative obligations of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria:

1. Tertiary degree qualifications in health, health promotion, education, social science or approved equivalent.
2. Demonstrated public speaking skills.
3. Demonstrated ability to interpret and apply policy.
4. Knowledge of health research and evaluation methods.

Appointment Factors

This position is subject to a:

- Successful 100 point Identification Check.
- Successful criminal record screening.
- Successful Pre-Employment integrity check.

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.