



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

HSS Registered

Position number	00016630
Position title	Senior Project Officer
Classification	PSO Level 6
Employment Instrument	Public Sector CSA Agreement 2019
Registration date	9 September 2021
Key objectives of the Commission	The Mental Health Commission (the Commission) strives to establish mental health, alcohol and other drug services and systems that meet the needs of Western Australia's population and deliver quality outcomes for individuals and their families. The Commission provides support to three independent bodies, the Mental Health Advocacy Service, the Mental Health Tribunal and the Office of the Chief Psychiatrist, which operate independently with corporate service support provided by the Commission.

Reporting Relationships

Reports to:

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

Positions under direct supervision:

Position Title	Classification	Position No.
Nil		

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:

The Senior Project Officer implements, manages and evaluates alcohol-related prevention campaigns, programs and projects in the public education and health promotion area. Prepares submissions, planning documents and reports and contributes to program strategy 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

- Works with the Public Education and Health Promotion team to guide the strategic direction, development, implementation, management and evaluation of state-wide alcohol-related prevention campaigns, 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.

MANAGEMENT AND ADMINISTRATION SUPPORT

- Contribute to the development and continuous improvement of the branch's services, its staff and resources.
- Contribute to the development, implementation and review of strategic and operational plans for the branch to reflect the objectives and priorities of the Commission.
- Prepares briefing notes, ministerial correspondence and policy documents relating to mental health promotion, suicide prevention, social and emotional wellbeing.
- Collects and keeps records and files in accordance with the principles and standards of government record keeping policies and procedures.
- Responsible for compliance with the Public Sector Standards in Human Resources Management, the Public Sector Code of Ethics and Code of Conduct.
- Participates as required in Performance Management System.
- Other duties as directed.

LIAISON

- Liaises and collaborates with government and non-government agencies as directed to identify local needs and priorities.
- Facilitate the development of appropriate partnerships 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.

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, particularly public education campaigns.
2. Demonstrated experience and ability to develop, coordinate and implement programs, strategic plans and policies.
3. Highly developed communication and interpersonal skills and the ability to negotiate and liaise with a range of people from a variety of contexts.
4. Highly developed conceptual, research and analytical skills including the ability to provide solutions to difficult problems.
5. High level written communication skills, including ability to prepare high level correspondence, briefings and reports.

Desirable Selection Criteria:

1. Knowledge of health research and evaluation methods.
2. Tertiary degree qualifications in health, health promotion, education, social science or approved equivalent.

Appointment Factors

This position is subject to a:

- Successful criminal record screening.
- Successful Pre-Employment Integrity Check.
- Successful 100 point Identification 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 the directorate's 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.

Cultural Security

In undertaking this role, the incumbent is required to have a sound understanding about Ways of Working with Aboriginal people.