



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

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| Position number | 00011177 |
| Position title | Manager |
| Classification | Level 7 |
| Employment Instrument | Public Sector CSA Agreement |
| Registration date | 21 December 2022 |
| Key objectives of the Mental Health 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. |
|--------------------------------------|-----------------------|---------------------|
| Assistant Director Community Support | 8 | 00018759 |

Positions under direct supervision:

| Position Title | Classification | Position No. |
|---|-----------------------|---------------------|
| Principal Workforce Development Officer | 6 | 00017096 |
| Principal Workforce Development Officer – Youth | 6 | 00017097 |
| Senior Organisational Consultant – eLearning | 6 | 00017246 |
| Senior Workforce Development Officer | 5 | 00011179 |
| Senior Workforce Development Officer | 5 | 00011180 |
| Senior Workforce Development Officer | 5 | 00011182 |
| Senior Workforce Development Officer | 5 | 00011184 |
| Senior Workforce Development Officer | 5 | 00011185 |
| Senior Workforce Development Officer | 5 | 00011186 |
| Senior Workforce Development Officer | 5 | 00018814 |
| Senior Workforce Development Officer | 5 | 00018813 |
| Senior Workforce Development Officer | 5 | 00018812 |
| Senior Workforce Development Officer | 5 | 00018768 |
| Senior Workforce Development Officer | 5 | 00018846 |
| Project Officer – eLearning | 5 | 00019317 |
| Project Officer | 4 | 00011175 |
| Administration Officer | 2 | 00011176 |

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:

Initiates, coordinates, manages and supports the development, implementation and evaluation of workforce development strategies, programs and projects which provide contemporary, best-practice, evidence-based and informed training and resources on alcohol and other drugs and related issues, to support the human services workforce to provide empathic and effective services to people who use AOD and their significant others.

Workforce Development is a team of alcohol and other drug professionals supported by administrative and project staff. This team sits within the Operations Division of the MHC. Workforce Development's trainers are experienced and qualified alcohol and other drugs workers who have a passion for delivering high quality, evidence-based training and resource development. The trainers' backgrounds include psychology, social work, health promotion, public health and research. The team's administrative and project staff are committed to providing excellence in customer service and project management and coordinate and support the ongoing work of the team.

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 alcohol and other drug outcomes and improved mental health.

General Responsibilities

Program Development and Administration

- Manages the development, implementation and evaluation of workforce development strategies on alcohol and other drug-related issues for human service providers, including face-to-face and digital learning.
- Advises and makes recommendations to senior officers of the Mental Health Commission (MHC), other Government agencies and Ministerial Officers on current program development and delivery, the need for new workforce development initiatives, budget expenditure and requirements.
- Initiates, coordinates and supports the development, implementation and evaluation of projects and initiatives related to workforce development strategies to build the capacity of human service providers to respond to alcohol and other drug-related issues including co-occurring mental health conditions and trauma.
- Manages the preparation of briefing notes, ministerial replies, submissions, discussion papers and reports.
- Manages the contracting for Workforce Development, Community Support Services Management.
- Prepares annual and other reports as required.

Policy and Strategic Planning

- Works with key stakeholders to facilitate the development and coordination of AOD-related workforce development strategies, policies and programs.
- Contributes to Plans, prepares, delivers and evaluates workforce development and organisational programs on alcohol and other drug use for human service providers.

- Researches and prepares submissions, strategic planning and policy documents, business plans, discussion papers and reports relating to
- Contributes to the development of State and national alcohol and other drug workforce development policy.

Management and Supervision

- Manages the budget and reporting requirements for Workforce Development, CSSM.
- Supports the tendering and contract management of programs and projects required for the implementation and evaluation of MHC Workforce Development's work.
- Supports the professional development of staff by facilitating in-house professional development activities, providing regular supervision and encouraging attendance at relevant external events.
- Manages the human resource requirements of the Workforce Development CSSM team.

Liaison

- Represents the Mental Health Commission on internal and external committees, working parties and reviews requiring alcohol and other drug and or/workforce development expertise.
- Collaborates, coordinates and facilitates effective working relationships with other areas of the MHC that provide training for human service providers.
- Liaises, consults, negotiates and works with stakeholders from the MHC and other government departments, tertiary institutions, non-government bodies, health, welfare, justice and other human service providers to identify needs and priorities, and to facilitate the development and delivery of alcohol and other drug workforce development strategies, programs and projects across Western Australia.
- Provides a workforce and organisational development consultancy role as required.
- Represents the Mental Health Commission on funding bodies, committees and working parties as required.

Organisational Expectations (same for all staff)

- Behaves in accordance with the MHC's Values.
- Participates in, and contributes to, staff meetings, events and celebrations.
- Collects and keeps records and files in accordance with the principles and standards of government record keeping and the MHC's 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

1. Demonstrated ability to develop, implement and evaluate workforce development initiatives for human service providers, including face-to-face and digital learning.
2. Highly developed communication, interpersonal and negotiation skills and the ability to liaise with a range of people from a variety of contexts.
3. Previous experience in developing, implementing and reviewing policies, strategies and procedures.
4. Demonstrated clinical experience relevant to responding to alcohol and other drug-related issues.
5. Highly developed conceptual, research and analytical skills including the ability to provide solutions to difficult problems.
6. Demonstrated leadership skills and ability to work effectively in a team environment.
7. Computing skills, including word processing, spreadsheets and PowerPoint
8. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

DESIRABLE

1. Experience/understanding of alcohol and other drugs and related issues such as co-occurring mental health issues and the impacts of trauma.
2. Tertiary degree in social, health or behavioural science or approved equivalent.
3. Current 'C' Class driver's license.

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.

Cultural Security

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