

| 1. POSITION DETAILS | | | |
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| Position Title | Mental Health & Alcohol and Other Drugs Project Officer | Date Approved | |
| Portfolio | Mental Health & Alcohol and Other Drugs | Contract Period | Fixed term – 12 month period |
| Classification | EBA, Level 4 | Salary | \$75,000 - \$80,000 |
| Version update | 1 | J&P last updated | Created March 2022 |
| 2. POSITION CONTEXT | | | |
| Organisational overview | Why We Exist A healthier Adelaide by 2030. | | |
| | Mission We will: <ul style="list-style-type: none"> • Connect and facilitate a quality health system • Ensure that you are heard, consulted and empowered • Work with you to improve your health outcomes • Improve your experience of the health system and your outcomes • Ensure health providers work together • Respond to health needs of the most vulnerable in our community. | | |
| | Our Signature Behaviours <ul style="list-style-type: none"> • Do what we say we will do. • We are consistently transparent and timely. • We use our people and resources wisely. • Work, achieve and celebrate together. | | |
| Job purpose statement | <p>The Mental Health and Alcohol and Other Drugs Project Officer will provide project and administration support to the Mental Health and Alcohol and Other Drugs (MHAOD) Team including, but not limited to:</p> <ul style="list-style-type: none"> • Organise and coordinate a range of tasks using sound project management methodology (e.g. project plans and monitoring); • Manage a timeline of tasks and deliverables in line with the MHAOD Team and Adelaide PHN operational plans; • Assist with information management including developing and implementing systems to collect, organise and utilise various internal and external data and information; • Under guidance, review, update and maintain various documentation and resources including operational guidelines, work instructions, policies and procedures; • Conduct desktop research on identified topics and provide timely and relevant information / advice to the team; • Assist with the preparation and coordination of funding agreement deliverables to the Commonwealth; • Secretariat coordination of meetings (e.g., agenda setting, minutes, room bookings and other resources) and other events such as working groups or consultations; • Participate in internal and external meetings and sector events, delivering formal and informal presentations; • Other duties as directed. | | |

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| Reporting/working relationships | Reports to: <ul style="list-style-type: none"> Executive Manager Mental Health and Alcohol and Other Drugs |
| Special conditions | <ul style="list-style-type: none"> Some out of hours' work may be required. Intrastate and interstate travel may be necessary. Appointment is made subject to ongoing satisfactory screening and criminal history checks. Must hold and maintain a current Driver's Licence & insurance. Must be able to use own vehicle (reimbursement of kms costs made in accordance with the ATO). Adelaide PHN is a smoke free workplace. Participate in Performance Review & Development process every 6 months. |

3. ESSENTIAL MINIMUM CAPABILITIES

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| Skills and abilities | <ul style="list-style-type: none"> Demonstrated ability and skills in project coordination, including project planning, execution (e.g. management of outputs and outcome) and project management methodologies. Strategic, analytical, problem solving and planning skills. Strong communication skills both verbal and written and ability to communicate with a range of stakeholders (internal and external). Excellent interpersonal skills and ability to develop and maintain strong collaborative partnerships and create harmonious working relationships. Ability to cope positively with ambiguity and changing priorities in a dynamic work environment. Ability to be self-directed and demonstrate high-level time management skills. High-level information technology skills and strong working knowledge of Microsoft Office. |
| Attributes | <ul style="list-style-type: none"> A sense of humour. Behavioural flexibility. Positive, proactive, solution focussed and can-do attitude. Capacity to work both autonomously and in a team environment. Able to work under pressure. |
| Experience | <ul style="list-style-type: none"> Project work in a mental health / AOD/ community services / not for profit setting. Creating and overseeing project plans / schedules. Meeting deadlines and producing complex project reports. Presenting and implementing report findings in collaboration with team members and other internal stakeholders. Proficiency with SharePoint is an advantage. |
| Knowledge | <ul style="list-style-type: none"> Knowledge of primary mental health and alcohol and other drug sectors; including population health and social determinants of health (desirable). Understanding of the role of PHNs or other commissioning organisations like the NHS or DHS. |
| Qualifications | <ul style="list-style-type: none"> Appropriate tertiary qualifications in public health/social science/health science/allied health/project management or relevant experience. |

4. ORGANISATIONAL REQUIREMENTS

Compliance

- Support the aims and objectives of Adelaide PHN through understanding and implementation of the Adelaide PHN Strategic Plan and Objectives.
- Be aware of and adhere to Adelaide PHN's policies and procedures.
- Participate in Adelaide PHN Quality Improvement.
- Demonstrate a commitment to our Adelaide PHN Signature Behaviours.

5. ACKNOWLEDGEMENT AND APPROVAL

Key results and accountabilities for this position should not be considered definitive. Accountabilities and outcomes may be added, deleted or modified, in consultation with staff as necessary. Job & Person Specifications will be reviewed in line with Performance Review & Development processes unless required earlier.

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| Employee: | | Signature: | Date: |
| Manager: | | Signature: | Date: |
| CEO: | Michelle McKay | Signature: | Date: |