



Senior Project Officer, Community Engagement

Creating a mentally healthier world



POSITION DESCRIPTION

Senior Project Officer, Community Engagement

DEPARTMENT	Education
PORTFOLIO	Knowledge Translation
REPORTS TO	Business Development and Engagement Manager
DIRECT REPORTS	Nil
LOCATION	Randwick
AWARD	Health Professional and Support Services 2010
AWARD CLASSIFICATION	Support Services Level 6
INSTITUTE JOB BAND	B2
POSITION STATUS/TENURE	Permanent Full Time (35 hours)
DATE PD APPROVED	September 2019

1. ABOUT THE BLACK DOG INSTITUTE

Founded in 2002, The Black Dog Institute is a not-for-profit Medical Research Institute and a global leader in translational mental health research. We harness the latest technology and other tools to quickly turn our world-class research findings into clinical services education and e-health products that improve the lives of people with mental illness and the wider community. Our areas of strength include suicide prevention, e-mental health, workplace mental health, novel treatments and prevention in young people.

Our mission is to enable mentally healthier lives through innovations in science, medicine, education, public policy and knowledge translation.

Our values are a key part of our integrated approach and are a critical component of our organisational culture as they guide our decisions and behaviours. Institute staff and management have created and adopted the values of:

Respect – Compassion – Excellence – Collaboration – Innovation

The Black Dog Institute is proud to offer a dynamic working environment for our staff. We are invested in maintaining a positive workplace culture which values people and their wellbeing. We offer a varied wellbeing program tailored to staff needs and provide opportunities to attend learning and development seminars, engage in health and fitness activities as well as social events. We also offer flexibility in working hours and promote a healthy work life balance.

2. JOB PURPOSE

The Black Dog Institute Education Team is responsible for the delivery of accredited training programs to health professionals, and non-accredited training to workplaces and community groups.

The purpose of this role is to promote and coordinate the uptake of Black Dog Institute's range of community and school education programs. The role provides project management of Black Dog Institute community and school education, engaging directly with a variety of stakeholders to take proactive steps to develop mental health skills and knowledge for schools and general community.

Through the promotion of Black Dog Institute's evidence informed community education programs and resources, this role contributes to the increased reach, impact, and reputation of Black Dog Institution Education programs.

3. DUTIES

3.1 Promotion and Relationships

- Identify, establish and maintain relationships with external stakeholders including education partner organisations, community organisations, primary health networks, and government departments to expand the uptake of community education programs
- Identify and establish delivery partnerships for community education programs with national, state and local organisations
- Identify, establish and maintain relationships with relevant internal stakeholders (research, e-health, clinic, corporate functions, fundraising and delivery network) to leverage opportunities to increase engagement in community education programs and resources
- Promote BDI community education programs via client meetings, attendance at relevant conferences and networking events, EDMs, flyers, website updates, and external advertisements
- Work with the Fundraising and Corporate Partners team to write applications for tenders and grants to support the delivery of community education initiatives
- Identify and write applications for sector awards to have BDI education recognised nationally

3.2 Program Delivery

- Respond to enquiries from clients, establishing scope of work and objectives, and generating proposals
- Manage the implementation of community education contracts of work, new training programs, grants and tenders
- Schedule, plan, promote and ensure successful delivery of national community education initiatives

3.3 Planning and Reporting

- Contribute to formulation and implementation of Education Team strategic, operational and business plans, marketing strategies, budgets and unit procedures.
- Contribute to reports on education programs and activity for the Board and Annual Report; fulfil reporting requirements to external funding bodies and stakeholders.
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3.4 Work, Health and Safety

- Ensure self and all staff comply with all WHS legislation WHS Policy and Procedures
- Report any WHS hazards and significant issues to Head of Operations, People & Culture or delegate
- Work in a safe manner, applying a duty of care

4. SELECTION CRITERIA

Essential Criteria

1. Holds a degree, associate diploma or equivalent qualification in relevant field
2. Demonstrated experience in customer service, building effective networks and managing relationships with external organisations.
3. Demonstrated ability to manage projects and all aspects of program delivery to deadline and budget/targets.
4. Proven ability to work independently and contribute effectively as a team member.
5. Excellent interpersonal, oral and written communication skills.
6. High level computer literacy across MS Office suite and other CRM based programs.
7. A knowledge of EEO principles and WH&S responsibilities and commitment to attending relevant WH&S training.

Desirable Criteria

1. Relevant experience in mental health and/or the primary health sector

5. Acceptance

I acknowledge as the holder of this position, that I agree to display the organisational values and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

Name:

Signature:

Date:

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to employee