

Position:	Project Manager
Employment Status	Contract – completion June 2021
Classification:	Social Community Health Care and Disability Services Industry Award, 2010
Responsible to:	CEO
Responsible for:	Project Officer



The Mental Health Coordinating Council (MHCC) is the peak body for organisations providing community mental health services throughout NSW. MHCC Learning & Development (LD) is a registered training organisation delivering mental health training to workers within the mental health community sector.

MHCC has recently received funding under the NDIS Quality and Safeguards Commission's Support for NDIS Providers Program to deliver the "Embracing Change: Applying the Practice Standards in Psychosocial Disability Services" and is seeking a Project Manager to drive implementation.

The project's objectives include:

- Assisting NDIS providers that provide support to people with psychosocial disability to understand their practice standards registration obligations and comply with them
- To assist NDIS providers to demonstrate capacity to provide quality support and service provision to NDIS participants with a psychosocial disability
- To achieve an increase in the proportion of NDIS providers actively participating in the market.

The key project activities are the development and delivery of ten webinars and a forum for organisations that provide services to people living with, or at risk of developing, psychosocial disabilities and their supporters.

MHCC is seeking a motivated individual with high standards and a commitment to ensuring a quality innovative approach is used throughout the project. Experience within the mental health and/or disability sector and an understanding of accreditation processes is essential. Experience with the NDIS Safeguards and Quality Commission Practice Standards is desirable.

As the Project Manager you will be responsible for:

- **Project Management:** Developing the project plan and budget and ensuring the project successfully meets milestones and deliverables and remains within budget through strong project management.
- **Build and maintain relationships:** Building respectful and collaborative relationships with project stakeholders and ensuring recovery-oriented and trauma-informed approaches are used in all interactions.

This is a contract position with immediate commencement through to project completion in June 2021.

MHCC are seeking an individual who has demonstrated project experience; has excellent oral and written communication skills; the ability to 'think on their feet and outside the box'; who can multi-task priorities with exceptional planning and organisation skills; and is innovative with a high level of self-motivation and attention to detail. The successful applicant will be able to work independently and as part of a team, and has the ability to build and maintain relationships.

If this sounds like you then apply today by sending your resume and a statement addressing the selection criteria below.

Selection Criteria

Essential criteria

- Previous project management experience
- Experience of mental health and/or disability services sectors
- Understanding of accreditation processes within the mental health and/or disability sector
- Knowledge of the Quality and Safeguards Commission's Practice Standards and Quality Indicators
- Strong organisational and administrative skills, good attention to detail
- Self-motivated with the ability to work both independently as well as part of a team
- General computer literacy and comfortable with online/digital media communication methods
- Good interpersonal communication skills
- Understanding/awareness of current NDIS and mental health/psychosocial disability issues

Desirable criteria

- Experience with the Quality and Safeguards Commission's Practice Standards and Quality Indicators
- Previous experience in online/digital communication facilitation
- Valid driver's licence

Job benefits and perks

Remuneration packaging includes base salary of \$80-90k based on experience, plus super guarantee contribution, FBT salary packaging and entertainment benefits under our Public Benevolent Institution status available.

MHCC offers a flexible working environment.

To Apply

Applications will be reviewed as they are received so you are encouraged to submit your application as soon as possible.

Enquires and written application including resume and cover letter addressing the Criteria outlined above are to be addressed to Erika Hewitt email erika@mhcc.org.au.

The successful applicant will be required to undertake relevant worker screening to comply with the funding contract.

Full Job Description is available from our website www.mhcc.org.au.

Applications that do not address all of the selection criteria will not be considered.

We promote diversity and practice equity. Aboriginal and Torres Strait Islander people, people from different cultural backgrounds, LGBTIQ+ people and people with disabilities are strongly encouraged to apply.

Job Description

Position:	Project Manager Contract – Project completion June 2021
Responsible to:	CEO
No. of direct reports	1 Project Officer
Responsible for:	Embracing Change: Applying the Practice Standards in Psychosocial Disability Services

The Project

MHCC has recently received funding under the NDIS Quality and Safeguards Commission's Support for NDIS Providers Program to deliver the 'Embracing Change: Applying the Practice Standards in Psychosocial Disability Services' project and is seeking a Project Manager to drive implementation.

The project is to develop and deliver ten national webinars and one forum for organisations that provide services/supports to people living with, or at risk to develop, psychosocial disabilities and their supporters. The events aim to create greater national awareness, informed by NSW experience of the Quality and Safety Commission's Practice Standards and Quality Indicators and to support existing and prospective NDIS providers with more consistent service delivery practices that align with the Standards.

Project objectives

- To assist NDIS providers that provide services to people with psychosocial disability to understand their practice standards registration obligations and comply with them.
- To assist NDIS providers to demonstrate capacity to provide quality support and service provision to NDIS participants with psychosocial disability.
- To achieve an increase in the proportion of NDIS providers actively participating in the market and supporting NDIS participants with psychosocial disability/complex needs in achieving their individual goals and outcomes.

Position objective

The Project Manager is responsible for:

- **Project Management:** Developing the project plan and budget and ensuring the project successfully meets milestones and deliverables and remains within budget.
- **Build and maintain relationships:** Build respectful and collaborative relationships with project stakeholders, establish an Embracing Change Project Advisory Group and ensure recovery-oriented and trauma-informed approaches are used in all interactions.

The position requires a motivated person with excellent organisation and communication skills. They need to be able to work both independently and as part of a team, as well as have the ability to build and maintain relationships. Experience within the mental health and/or disability sector and an understanding of accreditation processes is essential. Experience with the NDIS Safeguards and Quality Commission Practice Standards is desirable.

Project administration

- Ensure the development, implementation and tracking of the project Activity Work Plans to ensure project milestones and deliverables are met on time and within budget
- Prepare project reports as required by the contract including the final performance report
- Ensure relevant project activities are complete by due date to contribute to successful delivery of project
- Report back on the progress of project activities in regular meetings
- Work with the Project Officer to conduct a risk management and mitigation assessment and manage any project risks and issues
- Prepare for, attend, chair and document all relevant project and stakeholder meetings
- In collaboration with the Project Officer, source quotes and manage invoices
- Ensure a timely response to telephone, oral and written enquiries or requests from other MHCC staff and stakeholders in relation to activities delivered as part of the project
- Ensure all relevant administrative tasks associated with the project are completed.
- Manage the project budget including tracking and approving expenditure

Human Resource Management

- Conduct regular supervision with direct report whilst providing mentoring and support as required
- Coordinate the allocation of daily tasks within the project to ensure requirements are met and workload, commitments, deliverables, projects and schedules are constantly monitored
- Provide assistance and advice to management and staff on project related issues as required

Manage stakeholder communications

- Work collaboratively with MHCC and key project partners to ensure project activities are delivered within the identified timeframes
- Work with the CEO and MHCC communications team to ensure consistent messaging across MHCC and Project
- Work with the NDIS Safeguards and Quality Commission to ensure grant conditions are successfully met

Webinars and events

- Manage and organise the promotion of webinars and events
- Identify and recruit sector representatives to be involved in stakeholder engagement e.g. Advisory Group and related working groups
- Organise and support quarterly meetings of the Advisory Group
- Undertake the planning, preparation and delivery of ten national webinars and one sector face-to-face “NDIS and Psychosocial Disability Quality and Safety” forum and related activities
- Arrange MHCC webpage development to host project products

Project promotion and engagement

- Positively promote the project including through social/digital media

- In collaboration with the communications team develop project summaries/content for promotional materials as needed

Teamwork

- Work collaboratively with Project Officer, MHCC staff and other stakeholders
- Actively engage with other team members in continuous improvement of the project
- Be a liaison between MHCC and partner organisations to ensure clear communication and a strong collaborative approach to the project

General responsibilities

- Stay up-to-date with relevant news and events related to the NDIS and mental health/psychosocial disability
- Ensure all activities conducted, recognise and reflect:
 - Recovery-oriented practice
 - Trauma-informed care
 - Industry knowledge and experience.
- Positively represent MHCC and the project at all times
- Develop and maintain a culture that consistently represents MHCC's values and strategic directions
- Provide a client-friendly service that caters for, and delivers on, community and sector needs and ensures the delivery of quality service
- Abide by MHCC's Code of Conduct Agreement
- Adhere to MHCC's policy and procedures & workplace/industry requirements
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Undertake relevant worker screening to comply with the contract requirements
- Be involved in evaluations of performance as an ongoing part of continuous improvement
- Seek assistance from relevant MHCC staff as required
- Use equipment provided in a professional manner
- Ensure travel and other related project expenses are clearly documented and acquitted, and work with the CEO to ensure they are within budget
- Promote the project and profile of MHCC to the sector and other relevant parties
- Other duties as directed.