

**Position:** Project Manager  
**Employment Status** Contract – completion June 2022  
**Classification:** Social Community Health Care and Disability Services Industry Award, 2010  
**Responsible to:** CEO



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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 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 of Stage 2.

Stage 1 key project activities were the delivery of ten webinars and a forum for organisations for psychosocial disability service providers.

The stage 2 project objectives include:

- Development of an online and interactive Essential Guide to the NDIS Practice Standard for NDIS Psychosocial Disability Service Providers
- Development of an online self-assessment tool which generates a resource list based on self-assessment outcomes

MHCC is seeking a motivated individual with innovative ideas and high standards. Experience with capacity building projects in the community 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:** Implementing the project plan and ensuring the project successfully meets milestones and deliverables and remains within the approved budget through strong project management.
- **Sourcing Subject Matter Expertise:** Identifying and working with relevant SME's to ensure the project resources are co-designed.
- **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.
- **Developing resources using sound reasoning and written communication skills**

This is a contract position with immediate commencement through to project completion in June 2022.

MHCC is seeking an individual who has demonstrated project experience; has excellent oral and written communication skills; can adapt to changing circumstances; 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 community mental health and/or disability services sectors
- Understanding of accreditation processes within the community mental health and/or disability sector
- Understanding/awareness of current NDIS and mental health/psychosocial disability issues
- 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
- Good interpersonal communication skills
- Sound reasoning and written communication skills

### Desirable criteria

- Knowledge and/or Experience with the Quality and Safeguards Commission's Practice Standards and Quality Indicators
- Previous experience in producing online/digital resources
- Valid driver's licence

## **Job benefits and perks**

Remuneration packaging includes base salary of \$85 – 95 k 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 close 5pm 16<sup>th</sup> June 2021.**

MHCC may contact candidates for interview prior to the close date 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](mailto: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](http://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

<b>Position:</b>	Project Manager Contract – Project completion June 2022
<b>Responsible to:</b>	CEO
<b>Responsible for:</b>	Embracing Change: Applying the Practice Standards in Psychosocial Disability Services – Stage 2

### The Project

MHCC 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' Stage 2 project.

### Project objectives

The project is to build on the Stage 1 resources and webinars produced, and the deliverables include:

- Development of an online and interactive Essential Guide to the NDIS Practice Standard for NDIS Psychosocial Disability Service Providers
- Development of an online self-assessment tool which generates a resource list based on self-assessment outcomes

The Project Manager is responsible for:

- **Project Management:** Implementing the project plan and ensuring the project successfully meets milestones and deliverables and remains within the approved budget through strong project management.
- **Sourcing Subject Matter Expertise:** Identifying and working with relevant SME's to ensure the project resources are co-designed.
- **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.
- **Developing resources using sound reasoning and written communication skills**

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
- Develop the resources
- 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
- 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
- Source quotes and manage invoices as required in a timely manner
- 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

### **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

### **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 MHCC staff and other stakeholders
- 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.