ROLE DESCRIPTION

Role Title: Senior Child Mental Health Workforce Consultant
Role Reports to: National Manager
Role Created/Reviewed Date: August 2017
Criminal History Clearance Requirements:
- Aged (NPC)
- Child- Prescribed (DCSI)
- Vulnerable (NPC)
- General Probity (NPC)

ORGANISATION

Overview
Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence based practice into the Australian context.

Emerging Minds is the auspicing body for The National Workforce Centre for Child Mental Health funded by the Australian Government. Emerging Minds as the lead organisation has partnered with the Australian Institute of Family Studies, the Parenting Research Centre, the Australian National University and the Royal Australian College of General Practitioners in the establishment and delivery of this initiative.

Emerging Minds will:
- develop innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health of infants and children;
- support the development of knowledge, skills and practice for professionals working with children who would benefit from early intervention, including those who experience trauma; and
- support the development of knowledge, skills and practice for professionals working with the parents and guardians of these children, with a view to assisting parents and guardians to care effectively for their children.

ROLE CONTEXT

Primary Objective(s) of Role
The Senior Child Mental Health Workforce Consultant will be part of a team to support the implementation of workforce development learning products and resources from Emerging Minds, the National Workforce Centre for Child Mental Health across the Australian states and territories. The development of collaborative relationships with Primary Health Care Networks, state based peak bodies, learning organisations and organisations engaged in the delivery of services to children (0 to 12 years) and their parents/guardians is a key feature. Supporting a targeted community response to trauma is an integral element.

Direct Reports
- Child Mental Health Consultants

Key Relationships/Interactions
Internal
- Reports to the National Manager.
- Supervision of students/interns.

External
- Existing and potential partners and major regional stakeholders, who can strengthen Emerging Minds ability to achieve their purpose.
- Primary Health Care Networks, General Practitioners, primary health professionals and child and family health and social services.
- Non-government and community based services such as, but not limited to, Communities for Children, Personal Helpers and Mentors, Family Mental Health Support Services, and child and family services.
- State and Regional non-government organisations that provide child and family services.

Challenges Associated with Role
Major challenges currently associated with the role include:
- Contribute to the development and achievement of the Emerging Minds objectives and KPIs specifically as they relate to workforce development.
- Provide leadership at state and regional levels to support workforce initiatives that aim to support professionals working with children (0 to 12 years) who would benefit from early intervention.
- Provide supervision, support and accountability mechanisms to the Child Mental Health Consultants.
- Ensure the effective performance of the state based office of the National to Local portfolio by providing strategic and operational leadership.

Delegations

Performance Development
The incumbent will be required to participate in the organisation’s Performance Review and Development Program which will include a regular review of the incumbent’s performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation’s values and strategic directions.

General Requirements
Managers and staff are required to work in accordance with including but not limited to: Work Health and Safety legislation when relevant WHS Defined Officers must meet due diligence requirements.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds Policies and Procedures

Special Conditions
- An Australian citizen or resident with the right to work in Australia.
- Out of hours work, including intra and interstate travel. Overnight absences will be required on a regular basis. The employee must be willing to fly.
- The appointment is subject to the provision of a current National Police Certificate and a Child Related Employment Screening through the Department of Communities and Social Inclusion.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current South Australian ‘Class C’ (or interstate equivalent) driver’s license is essential. The employee must be willing to drive throughout the course of their duties

### KEY RESULT AREA AND RESPONSIBILITIES

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<th>Key Result Areas</th>
<th>Major Responsibilities</th>
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| **Leadership**           | • Provide collaborative leadership to support the implementation of the aims, objectives and KPIs for the National Workforce Centre for Child Mental Health at state and regional levels.  
• Support the development of student and intern programs to maximise integrated workforce development, planning and delivery in state based sites.  
• Foster a team environment that promotes cooperation, positivity towards achieving outcomes within timelines, and encourages creativity, innovation and honesty.  
• Ensure a positive team is maintained by actively dealing with conflict and inappropriate behaviours expediently and effectively.  
• Support Child Mental Health Consultants to identify and engage with regional, rural and remote stakeholders.  
• Support an environment of continuous learning and improvement across the state based site of National to Local portfolio  
• Provide expert consultancy and formulated advice with the support of the Program Manager Australian National University as a response to regional or local traumatic community events/incidents |
| **Stakeholder Engagement** | • Engage peak bodies, Primary Health Networks (PHNs) and organisations that work with children who would benefit from early intervention including those who have experienced trauma to support the identification of workforce development needs and the promotion of Emerging Minds learning and development products.  
• Engage peak bodies and organisations working with parents/guardian of infants and children at risk of mental health difficulties to promote emerging minds workforce development products and resources  
• Support key stakeholders and organisations to assess readiness and link with the appropriate scaffolded learning.  
• Identify and implement opportunities for integrated workforce development planning and delivery including organisational, systems change and continuous improvement  
• Facilitate a process to ensure the client experience is regularly reviewed and necessary actions implemented. (Clients are described as organisations and people engaging with the development of learning, the process of learning and engagement in the activities of Emerging Minds). |
| **Workforce Development** | • Identify and implement opportunities for integrated workforce development planning and delivery.  
• Ensure key data informs workforce development strategies at state and regional levels. |
| **Compliance**           | • Comply with the contractual, legislative, regulatory and policy requirements.  
• Adhere to Emerging Minds Code of Conducts, conditions of employment and organisational Policies and Procedures. |
| **Continuous Improvement** | • Participate in appropriate contemporary supervision, including reflective practice, to inform professional development  
• Support a proactive approach and culture of continuously reviewing and improving resources, planning, policies, services and programs across Emerging Minds. |
• Ensure evolving principles and practices are included to facilitate continuous improvement and position Emerging Minds as a leading Australian and International workforce development organisation.
## Knowledge, Skills and Experience

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DESIRABLE CHARACTERISTICS

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<th>Qualifications</th>
<th>• A post graduate level qualification in primary health care, public health or population health.</th>
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<td>Attributes Experience</td>
<td>• Experience in the provision of expert advice on a consultancy basis to external bodies and the public.</td>
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<td>• An understanding of the structure and organisation of current Australian health and welfare systems involved with the care and wellbeing of children and families.</td>
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APPROVALS

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Philip Robinson

Role Title: Chair, Board of Directors

Signature:

Date:

ROLE ACCEPTANCE

Incumbent Acceptance

I have read and understand the responsibilities associated with the role and organisational context as described within this document.

Name:

Date:

Signature: