ROLE DESCRIPTION

Role Title: Workforce Development Manager
Role reports to: Program Director
Role Created/Reviewed Date: July 2017

Criminal History Clearance Requirements:
- Aged (NPC)
- Child - Prescribed
- Vulnerable (NPC)
- General Probit (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 Workforce Development Manager will lead the development of innovative information and workforce development resources for clinical and non-clinical professionals to improve mental health outcomes for infants, children and their families. The Workforce Development Manager will work in close collaboration with the Program Director, Organisational Managers and key partners and stakeholders. The Workforce Development Manager will be accountable to the Director for the success, accountability, and sustainability of their portfolio.

Direct Reports:
- Workforce Development Officers
- Health Promotion Coordinator
- Child and Family Partnership Coordinator
- Project Support Officer(s)
Key Relationships/ Interactions:

Internal

• Reports to the Program Director.
• Workforce development team
• Member of Leadership Group

External

• National and State based existing and potential partners and major stakeholders, who can strengthen Emerging Mind’s ability to achieve their purpose.
• Key researchers and stakeholders in children’s mental health.
• Professional bodies and professionals both clinical and non-clinical.
• Children and parents/guardians.
• E learning and Workforce Development Contractors

Challenges associated with Role:

Major challenges currently associated with the role include:

• Collaborate across workforce development for child mental health strategies and initiate and manage the development and evaluation of innovative information and workforce development resources for clinical and non-clinical professionals in association with key stakeholders to support the mental health outcomes of infants, children, adolescents and their families.
• Foster and promote the professional and public profile of Emerging Minds.
• Ensure the effective performance of the Workforce Development portfolio by providing strategic and operational leadership.

Delegations:

• TBD

Performance Development

The incumbent will be required to participate in the organisation’s Performance Review & 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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<tbody>
<tr>
<td>Management and Leadership</td>
<td>• Operate under broad direction and with high levels of independence and accountability to ensure the achievement of portfolio outcomes within contract timelines and budget constraints</td>
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<td>• Provide collaborative leadership to support the aims, objectives and KPIs for the National Workforce Centre for Child Mental Health</td>
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<td>• Provide collaborative leadership to ensure key data and evidence informs decision making, service planning and service delivery.</td>
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<td>• Foster a team environment that promotes cooperation and positivity to achieve outcomes within timelines</td>
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<td>• Support learning, development, creativity, innovation and honesty within team.</td>
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<td>• Ensure a positive team is maintained by actively dealing with conflict and inappropriate behaviour expeditiously and effectively.</td>
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<td>• Ensuring all staff in the portfolio receive appropriate contemporary supervision, including timely and effective feedback and access to targeted professional development</td>
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<td>Workforce Development.</td>
<td>• Ensure collaboration across the Workforce Development portfolio to achieve program outcomes within contract timelines and budget constraints</td>
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<td>• Support the synthesis of key data and evidence to inform workforce development products and resources.</td>
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<td>• Identify and implement opportunities for integrated and coordinated workforce development strategies to support, practice change and service improvement strategies.</td>
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Contribute to the evidence base relating to strategies to support child and family mental health through:
- the preparation of publications/presentations for a range of audiences; and
- collaborate with key research groups both in Australia and overseas to enhance the evidence base in relation to services to improve mental health outcomes for infants, children and their families.
- Ensure training and guidance materials support adult learning and quality improvement strategies.

### Stakeholder Engagement
- Develop and maintain strong collaborative relationships with key stakeholders and members of the community to ensure that their experience is included in the development of strategic initiatives.
- Identify and build relationships with key stakeholders and promote collaborative partnerships to enhance existing activities and the development of new initiatives.
- Gather and analyse information from key stakeholders to proactively identify and address emerging issues that may impact on the objectives of the program.

### Continuous Improvement
- Support a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs across Emerging Minds.
- Ensure the quality of services are continually monitored, reviewed, evaluated and improved through developing a culture of risk awareness and responsiveness.
- Ensure evolving principles and practices that support child mental health facilitate continuous improvement and position Emerging Minds as a leading Australian and International workforce development organisation.

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

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<th>Qualifications</th>
<th>• An appropriate degree level qualification in health, behavioural or social sciences.</th>
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| Management Skills | • Proven experience in planning, leading and managing projects of a complex nature.  
• Significant experience in working collaboratively with national programs and professional groups to develop and evaluate resource materials for a wide range of professionals.  
• A successful record of consulting with individuals with lived experience of mental illness.  
• Previous proven experience in being able to meet agreed outcomes within timelines whilst working independently.  
• Extensive experience in leading and managing a team.  
• Extensive experience in the initiation and evaluation of mental health prevention, promotion and early intervention strategies.  
• Demonstrated experience in liaison with a wide range of jurisdictions. |
## Communication and Interpersonal Skills

- Demonstrated ability to provide a high-quality consultancy and advisory service to management, staff and external bodies and to establish and maintain both integrity and confidentiality in dealing with issues of a sensitive nature.
- Strong ability to communicate, both verbally and in writing, to a wide range of people across national jurisdictions on a range of sensitive and complex issues.
- High level ability to present at public forums and conferences on workforce practices, evidence base and strategies to support improved mental health outcomes for infants, children and their families.

## Organisational Skills

- Demonstrated high level experience in accomplishing the objectives of a complex project/s utilising high levels of initiative.
- Demonstrated understanding of quality improvement and implementation to support practice change.
- Demonstrated high level ability to develop and implement constructive and innovative practices and procedures to assist and facilitate the achievement of organisational goals.
- Demonstrated high level ability to translate evidence based knowledge to inform context based and sector workforce practice.
- Proven ability to determine priorities, meet tight deadlines, and produce high-standard work under pressure.

## DESIRABLE CHARACTERISTICS

### Qualifications

- A post-graduate level qualification in primary health care, public health or population health.

### Attributes/Experience

- Specialised knowledge in the area of mental illness prevention, mental health promotion and early intervention as it relates to children.
- Demonstrated understanding of the social determinants of health.
- Demonstrated understanding of the intergenerational impact of colonisation and trauma in particular, Aboriginal and Torres Strait Islander peoples.
- Experience in development, delivery and evaluation of workforce development strategies regarding child and family mental health.
- Experience in the development and evaluation of quality information resources with and for parents, children and young people.
- Proven experience in the preparation of articles for publication in refereed professional journals.
Approvals

Role Description Approval

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

Name:  Role Title:
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:  Signature:
Date: