



## Position Description

**Position Title:** Project Officer

**Reports To:** National Networks Program Manager

**Employment status:** Fixed term

**Location:** Level 6, 257 Collins St, Melbourne

### About the Mental Health Professionals Network

The Mental Health Professionals Network (MHPN) is a project funded by the Federal Government to support the development of interdisciplinary collaboration between mental health clinicians working in primary health care.

This project represents a major opportunity to introduce a fundamental shift in the way mental health professions work together to improve consumer outcomes and workforce sustainability, as well as provide a basis for establishing highly effective multidisciplinary support networks and education across the various professional groups working in the mental health sector at a local level.

### 2. Key Deliverables & Accountabilities

Each Project Officer (PO) has an allocated 'case load' of network coordinators across Australia who lead established or newly created MHPN networks. A key aspect of the role is to provide tailored and strategic administrative support to each coordinator to ensure the networks' sustainability and viability that includes:

1. Providing tailored support through negotiated arrangements with each network coordinator which defines roles and responsibilities such as:
  - I. providing strategic advice and support to coordinators to ensure network sustainability
  - II. supporting network members through assisting meetings, planning, preparation and follow up
  - III. providing advice and assistance to secure guest speakers, venue hire and catering
  - IV. managing and coordinating network budgets

- V. promoting MHPN's inter-disciplinary professional development webinars.
2. Maintaining network data in the Access database through constant updating of network information and statistics
3. Working with the project team to problem solve, develop solutions and action plans including but not limited to the following:
  - I. engaging and supporting a clinical mix of identified core clinicians in networks
  - II. supporting the engagement and inclusion of additional members to networks
  - III. reinvigorating networks that have become inactive through direct contact with network leaders and members
  - IV. establishing new networks which align with the MHPN's strategic priorities.
4. Contribute to MHPN reports by preparing reports based on network data as required
5. Contribute to effective team work through collaboration and support to team members
6. Contribute to MHPNs communications and social media environments, including promotion and marketing to various health audiences.
7. Undertaking other duties necessary subject to operational requirements.