

**Position:** Research Network Project Officer  
**Employment Status** Contract fixed term – end 30 June 2019  
(with possible extension subject to funding)



3 – 4 days (22.5 - 30 hours) per week

**Classification:** Social Community Health Care and Disability Services Industry Award, 2010

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### **About CMHDARN**

The Community Mental Health Drug and Alcohol Research Network (CMHDARN), is a partnership project between the Mental Health Coordinating Council (MHCC), the Network of Alcohol and other Drug Agencies (NADA) and the Mental Health Commission of NSW (MHC), which has developed several cross sector initiatives over the last 10 years. The CMHDARN project is currently funded until 30 June 2019 by the MHC.

MHCC is the Peak body for community managed Mental Health organisations providing a range of psychosocial support services throughout NSW. NADA is the peak body for the community-based alcohol and drug (AoD) sector in NSW.

### **About the position**

Based in our offices at Lilyfield, MHCC seek a Project Officer to continue the work of CMHDARN. The position is part time 22.5 - 30 hours per week and includes maintaining all aspects of the Network and overseeing new activity as needed.

Working with input from NADA and the MHC, while reporting to MHCC the successful applicant will have previous project experience in and be responsible for:

- Managing and coordinating research network activities such as, the mentoring program, seeding grant rounds, an annual symposium, the CMHDARN website and supporting a Research Ethics Consultation Committee (RECC) etc
- Establishing and fostering positive relationships between the community mental health and AoD sectors, consumers and carers and public services, universities and academics etc. to enable cross sectoral collaboration that supports capacity building by fostering community-based research exemplifying best practice through an evidence-based practice approach.
- Provide administration support for all CMHDARN activities
- Plan, monitor, review and report on the activities of the Network as required including to the funding body, Operational Working Group, the Advisory Reference Group, RECC and MHCC etc.

We are seeking an individual that is innovative, flexible and adaptable, has excellent oral and written communication skills, the ability to 'think on their feet' and to work to deadlines within a dynamic and changing environment. An individual who can work independently, multitask priorities, has exceptional planning and organisational skills, a high level of self-motivation and attention to detail.

We seek an individual that has an understanding and interest in the interface between the mental health and the alcohol and drug sectors; and whilst not expected to conduct research as part of the role, have a strong interest in recovery and trauma-informed best practice approaches as they impact the two sectors in a dynamic reform environment.

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

### **Criteria**

- Previous experience similar to managing and coordinating network or project activities;

- Demonstrated experience in establishing and maintaining relationships with various bodies, including research, NGO/community managed sector, Government agencies and public services;
- Capacity to support MHCC and NADA members to engage with the research network and undertake research through CMHDARN activities;
- Strong organisation and administration skills and the ability to manage competing priorities;
- Demonstrated high level communication skills, including the capacity to disseminate information utilising multiple platforms to promote and build the research network;
- Demonstrated understanding of mechanisms which may support sustainability of the research network;
- Commitment to promoting evidence- based practice and knowledge translation;
- Demonstrated ability to plan, monitor, review and report on projects;
- Write articles for partner newsletters and periodicals;
- Commitment to building the Network and its profile;
- Excellent oral, written and IT skills including Microsoft Office (Website experience desirable).

### **Job benefits and perks**

Remuneration packaging includes base full-time equivalent salary of \$73.5k - \$75k based on experience, plus super guarantee contribution, FBT salary packaging and entertainment benefits under our Public Benevolent Institution status.

### **To Apply**

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).

Full Job Description is available from our website [www.mhcc.org.au](http://www.mhcc.org.au).


Further information on the work of CMHDARN can be gained from its website <http://www.cmhdaresearchnetwork.com.au/>

MHCC promotes diversity and practices equity. People with lived experience of mental health; culturally and linguistically diverse people; LGBTIQ+; Aboriginal people and Torres Strait Islander people; and people with disabilities are strongly encouraged to apply.

**Applications close 5pm on Monday 28<sup>th</sup> January 2019 and must include a resume & statement addressing the criteria above.**

**Applications that do not address criteria will not be considered.**

## Job Description

<b>Position:</b>	Research Network Coordinator	
<b>Employment Status</b>	Part Time 3 - 4 days per week	
<b>Classification:</b>	Social Community Health Care and Disability Services Industry Award, 2010	
<b>Contract:</b>	Fixed Term – ending 30 June 2019	
<b>Responsible for:</b>	Establishment and maintenance of all aspects of the Community Mental Health Drug and Alcohol Research Network (CMHDARN).	

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### About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for non-government mental health community-managed organisations (CMOs) across New South Wales (NSW). MHCC has approximately 100 voting member organisations which provide a diversity of psychosocial and clinical services. MHCC advocates recovery oriented and trauma-informed practice and works closely with its members and other stakeholders to build capacity and improve mental health service delivery to people with lived experience of mental health conditions, their families and carers in NSW.

MHCC takes a leadership role in advocating the vital importance of the mental health community managed sector. We participate extensively in policy reform and work in partnership with State and Commonwealth Governments to build cross-sectoral collaboration and understanding.

We initiate, manage and conduct research and sector development projects on behalf of and in partnership with the sector and build capacity through partnerships, collaboration and workforce development.

MHCC is a Registered Training Organisation (RTO) providing accredited and non-accredited courses and professional development to community sector workers and other stakeholders.

### MHCC's Vision

*That people experiencing mental health conditions are supported to live meaningful lives in the communities of their choice.*

### MHCC's Purpose

*To lead and support a strong, dynamic and sustainable community-managed mental health sector that provides effective health, psychosocial and wellbeing services and programs to the people of NSW.*

### MHCC's Underlying Principles

- Good mental health is about the whole person: their psychological, physical, emotional and spiritual needs
- Service user input is central to the promotion of mental health and the delivery and management of services
- Communities need to provide a diversity of mental health services designed to meet local needs
- An across-government and sector approach to mental health promotion and service delivery is required

### **Position objective**

The Research Network Project Officer is responsible for building the capacity of community managed (CMO/NGO) mental health and alcohol & drug services to engage in research and develop more strategic relationships with academic researchers and universities.

### **Manage and coordinate research network activities**

- Organise showcase events including a symposium to foster knowledge development and promote a culture of research across the sectors, and support the translation of research and evaluation into policy and practice
- Sustain and develop the research mentoring program
- Support the Research Ethics Consultation Committee (RECC) that was established to support novice researchers to conduct ethical research across the sectors
- Seek and promote grant funding for research activities in CMO/NGO-led organisations
- Investigate and promote other relevant networking activities to support the workforce and novice researchers across the community based mental health and AoD sectors.

### **Establish and maintain relationships**

- Facilitate linkages between CMOs/NGOs, public and allied health services, universities, centres of excellence and other relevant bodies to foster cross sector collaborations and partnerships to build on the evidence base for mental health and AoD community-based practice
- Develop linkages between CMHDARN research network and other research organisations and groups
- Work collaboratively with MHCC, NADA and MHC team members
- Support agencies to make linkages with research partners.

### **Support consumers and carers**

- Support people with lived experience to engage with the network, meaningfully participate in, co-design and/or and undertake research
- Support organisations to more effectively engage with people with lived experience in their research activities
- Foster peer-led workforce research across the two sectors.

### **Provide administration support**

- Ensure all relevant administrative tasks associated with CMHDARN are completed. This may include the development of agendas, minutes, monitoring and responding to emails.

### **Disseminate information in multiple forms and promote the research network**

- Maintain the CMHDARN website with up to date information on CMHDARN and relevant events and useful resources and links.
- Write articles for MHCC and NADA publications on request.
- Ensure that current research is showcased in a variety of ways across the sectors, disseminate research and resources to assist research, and to highlight upcoming research and related events
- Promote research being conducted broadly and advise on potential funding opportunities.

### **Establish mechanisms to ensure the sustainability of the research network**

- Explore options to ensure the sustainability of the research network.

### **Plan, monitor, review and report**

- Develop in consultation, and review, the project progress for the research network against the KPIs established
- Assess the needs of the community based (CMO/NGO) mental health and AoD sectors in building research capacity
- Undertake ongoing planning, monitoring and review of the research network to ensure appropriate development and identification of new areas of need and best practice

- Prepare reports on the research network as required, including accountability reports to funding bodies
- Attend and report to project Line manager, Operations Working Group, and Advisory Reference Committee and RECC group meetings.
- Prepare other reports as required.

### **General responsibilities**

- Actively engage with other team members in continuous improvement of MHCC and CMHDARN activities
- Undertake professional development to ensure competencies remain current with industry standards
- Regularly provide updates on outcomes and briefing on issues
- Attend/ participate in industry forums as required
- Maintain awareness and knowledge of contemporary operational theory and methods and provide suitable interpretation to the CEO, Board and staff within the organisation as required
- Support MHCC to prepare for audits, and other governance requirements
- To understand the aims and objectives of MHCC and CMHDARN
- To promote the profile of MHCC and CMHDARN in a positive light at all times
- To provide comprehensive reports to the CEO and Line Manager as requested.
- To provide regular project updates to the Board via the CEO
- To abide by the MHCC Policy and Procedures Manual at all times and workplace/ legislative requirements
- To abide by the Code of Conduct Agreement
- To ensure the practice of Workplace Health and Safety (WHS) Standards are maintained by staff and self
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- To participate in an annual performance appraisal
- To seek formal supervision if required
- Use equipment provided in a professional manner
- Other duties as directed by management