

Position:	LD Project Officer
Employment Status	12 month Contract
Classification:	Social Community Health Care and Disability Services Industry Award, 2010
Responsible to:	LD Manager

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 is seeking a motivated Project Officer to provide project support across a range of learning and development projects. You will have high standards and a commitment to ensuring a quality innovative approach is used throughout the project deliverables.

As the Project Officer you will be responsible for:

- **Project Support:** Support the LD Manager to successfully meet project milestones and deliverables through strong project administration and communication.
- **Build and maintain relationships:** Build respectful and collaborative relationships with project stakeholders (both internal and external) and ensure recovery oriented and trauma-informed approaches are used in all interactions.
- **Supporting LD Manager:** In collaboration with other staff plan, promote and provide support for the delivery of training, workshops, project consultations, and other events.
- **Reporting:** Maintain and monitor systems to ensure that milestones and budgets are met, funders are kept informed and reports are submitted on time across the project lifecycles.

This is a part time 22.5 hours per week 12 contract position commencing immediately with possible extension.

MHCC are seeking an individual who has demonstrated project support experience; strong time management to balance competing priorities across multiple projects, has excellent oral and written communication skills; the ability to 'think on their feet and outside the box'; and is innovative with a high level of self-motivation and attention to detail. They need to be able to work independently and as part of a team, as well as have the ability to build and maintain relationships.

Our ideal candidate will have experience working within the community sector or human services areas.

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

Essential Criteria

- Strong organisational and administrative skills, good attention to detail
- Previous project support experience
- Self-motivated with the ability to work both independently as well as part of a team

Desirable criteria

- Understanding/awareness of current mental health issues
- Knowledge or experience of training
- Valid driver's licence

Job benefits and perks

Remuneration packaging includes base salary of \$62-67k pro rata 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 on 5th July 2021.

MHCC may contact suitable candidates prior to the application close date.

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.

Full Job Description is available from our website www.mhcc.org.au.

Applications that do not address 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



Position:	Project Support Officer
Classification:	12 Month Contract 22.5 Hours per week
Responsible to:	Learning and Development (LD) Manager

About the role

The Project Support Officer supports the LD Manager in the submission of funding applications, and coordination, management and reporting of projects. The Project Support Officer also assists in the promotion and marketing of courses and qualifications offered by MHCC and provides quotes for training events. The position requires a self-motivated person who has a high level of initiative, a strong desire to be part of a dynamic and innovative team and a commitment to implement and uphold MHCC's ethos. This person must be able to operate effectively and collegially in an environment characterised by frequent change, short timeframes and competing demands.

Project Responsibilities

- Maintain project spreadsheet for LD team
- Respond to project related enquiries in a timely manner
- Conduct relevant background research to inform funding applications
- Promote and market project related activities in line with MHCC guidelines and funding agreements, and in consultation with the LD manager
- Organise and coordinate logistics for reference group meetings, selection meetings, consultation activities and training related to projects as directed by the LD Manager
- Process and monitor applications and keep applicants informed of outcomes where relevant
- Process, monitor and report claims and keep claimants informed of claim assessment outcome and stage, where relevant
- Maintain project documentation and report outcomes, statistics, income and expenditure as directed by LD Manager
- Assist with other LD project activities as required

Partnership Development Administration

- Ensure a high level of customer service is maintained in all interactions with organisations and individuals and ensure the needs of organisations and participants are clarified and met in a timely and professional manner
- Maintain an up to date knowledge of MHCC and MHCC LD products to assist in enquiry responses
- Maintain and update the enquiry spread sheet
- Support the LD Manager and other relevant staff to provide organisations with quotes, monitor outcomes of quotes and inform relevant staff of outcomes

- Maintain Organisation records and correspondence in accordance with MHCC guidelines
- Liaise with and assist MHCC with events and promotional opportunities as required
- Ensure the LD Manager is kept up to date on relationships with partner organisations
- Assist with the promotion of qualifications and short courses to new and existing MHCC partners and document activities in accordance with MHCC policy

General Administration

- Provide diary management for LD Manager
- Back-up LD reception including providing course, assessment and enrolment information to current and prospective participants
- Organise the Mental Health Workforce and Training Working Group Meetings including topics, speakers, membership, setting up of meetings, pack away and minute taking in consultation with the LD Manager
- Provide administrative support as required
- Collect data to inform relevant staff about training, assessment and special needs requirements of organisations

Teamwork

- Work collaboratively and supportively with other team members
- Actively engage with other team members in continuous improvement of the MHCC and MHCC LD
- Attendance/ participation at team meetings as required

Other

- Assist the LD Manager to manage complaints according to MHCC Policies and Procedures
- Undertake professional development to ensure competencies remain current with industry standards
- Attend/ participate in relevant meetings and industry forums as required
- Book meeting room for meetings, setup meeting, take minutes and pack away for relevant meetings as directed by Management
- Support MHCC and LD to prepare for audits, and other governance requirements
- Understand the aims and objectives of MHCC
- Promote the profile MHCC and LD in a positive light at all times to the sector and other relevant parties
- Maintain data bases and statistics as required
- Provide reports to the CEO, the Board and LD manager as required
- Abide by the MHCC Policy and Procedures Manual at all times and workplace / legislative requirements
- Abide by the Code of Conduct Agreement
- Ensure the practice of Workplace, Health and Safety (WH&S) Standards are maintained by staff and self

- Ensure compliance with all Commonwealth & State legislative requirements governing MHCC activities (including but not limited to EEO, Anti-discrimination, WH&S, VET)
- Participate in an annual performance appraisal and regular supervision
- Use equipment provided in a professional manner
- Other duties as directed by the CEO, LD Manager