



WAAMH

Western Australian Association
for Mental Health

POSITION DESCRIPTION

Position	Practice and Sector Development Lead
Contract	Fixed Term Contract – Full Time
Hours	1FTE / 38 hours per week
Location	Workzone, Level 1, 1 Nash Street, Perth, 6000
Reports to	Manager Systemic Advocacy and Sector Development
Approved	Chief Executive Officer
Date/Signed	May 2019

Job Purpose

The Practice and Sector Development Lead will support the development of the community managed mental health sector, assisting it to actively engage with mental health and NDIS reform and deliver recovery-orientated, person-centred and family-inclusive services.

Working closely with WAAMH membership and the wider mental health sector the role will identify, design and deliver sector development initiatives that assist organisations to provide high quality recovery orientated services for the benefit of people with mental health issues, their families and carers and in alignment with WAAMH's Strategic Plan. These initiatives will work in tandem with WAAMH's advocacy staff to actively contribute to the system reform agenda of achieving a balanced mental health system with a greater emphasis on community recovery supports, early intervention and prevention.

Key Responsibilities

The Practice and Sector Development Lead works autonomously, under the direction of the Manager Systemic Advocacy & Sector Development and in consultation with other WAAMH staff, to deliver the following:

1. Practice and Sector Development

- Build and maintain effective relationships and consult and engage with a broad range of stakeholders within the sector and with key sector partners, including WAAMH members and people with lived experience and their representative organisations.
- Monitor and analyse emerging issues affecting community mental health services and work with the team and sector to offer innovative sector development responses.
- Plan, coordinate and implement key sector development initiatives to enhance the capacity, quality and recovery focus of the WA community mental health sector and psychosocial services.
- Work closely with advocacy staff to plan, coordinate and implement sector development initiatives that contribute to mental health reform.
- Facilitate opportunities that demonstrate, promote and support the use of best practice and innovation to inform practice, policy and service development.
- Promote and share good evidence-based practice knowledge.
- Oversee and undertake timely research, analysis and preparation of sector development tools, frameworks, reports, correspondence and communications consistent with WAAMH's strategic development priorities.
- Represent WAAMH on identified state and national government and community sector committees.
- Provide sector development leadership, supervision and coaching as required.



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2. Project Management

- Use project management principles to manage and oversee sector development & sector capacity building projects to achieve deliverables (Initiation, Planning, Execution, Closure).
- Supervise project officers and provide advice and guidance in support of deliverables.
- Maintain project stakeholder relationships and communicate project progress and reports.
- Communicate project outcomes to WAAMH members, mental health sector and wider stakeholders as part of the sector development process.

3. Training Support

- Direct supervision of the Training Coordinator
- Provide strategic support to Training and assist the team to incorporate sector development needs, priorities and emerging issues into WAAMH's training offerings, consistent with WAAMH's strategic direction.
- Monitor training feedback including surveys and compliments / complaints around WAAMH's sector development with a focus on quality improvement and sector responsiveness.
- Ensure WAAMH's training offerings and opportunities are effectively communicated to the wider community.

4. Mental Health Promotion

- Provide support to the Marketing and Events team with appropriate sector development needs, content and priorities.
- Guide and support Mental Health Promotion events as required.
- Support WAAMH Communications and WAAMH Marketing & Events staff with appropriate sector development related content for Mental Health Week, Mental Health Conferences and Awards and general communications.

5. Membership

- Develop and maintain effective relationships with WAAMH's members.
- Lead and promote WAAMH membership benefits across the sector.
- Facilitate and support membership events as required.
- Draft sector development related content for members and sector wider communications in tandem with communications staff.
- Monitoring membership feedback including surveys and compliments / complaints around WAAMH's sector development and proactively respond to and resolve issues and improved practice.

6. General

- Work collaboratively across the team to develop integrated strategies across WAAMH's objectives, participate in organisation wide activities including team meetings and events.
- Maintain and promote effective working relationships and a high standard of service on behalf of WAAMH.
- Actively engage in professional and cultural development opportunities.
- Maintain an efficient and effective document management system and database.
- Prepare Sector Development reports for the CEO and WAAMH board and to meet other reporting requirements.
- Manage own personal administration requirements.
- Ad-hoc duties as required by the Chief Executive Officer and Manager Systemic Advocacy and Sector Development.



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Selection Criteria

Essential

- Extensive experience in delivering, managing and improving the quality of recovery-orientated, person-centred and family-inclusive mental health or psychosocial services.
- A strong understanding of the mental health sector and mental health reform including the NDIS.
- Qualifications in mental health, social sciences, allied health, humanities, community development or related field.
- Proven analytical skills including demonstrated capability in planning, coordinating and implementing practice and quality development initiatives.
- Proven experience in managing, mentoring and supervising staff.
- Proven experience in project management.
- Excellent written and verbal communication and interpersonal skills.
- Excellent time management and organisational skills with the ability to manage competing priorities, work under pressure and meet strict deadlines.
- Capacity to work both independently and as part of a team to meet shared objectives.
- A commitment to equal opportunity employment practices and an understanding of diversity issues.
- Possession of a current National Police Certificate.

Desirable

- Lived experience of mental health issues as a consumer, carer or family member.
- Understanding mental health co-occurring issues including alcohol and other drugs.
- Ability to undertake some regional and interstate travel
- Promote and adhere to WAAMH's mission and values.
- A culturally and/or gender and sexuality diverse background.

Acceptance of Position Description

Signature of Staff Member

Date

Name of Staff Member