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| Position | **Administration and Governance Adviser** |
| Reports to | **Partnerships and Performance Manager** |
| Work Level | **3** |
| Team | **Early Intervention** |
| Group | **Services** |
| Location | **Onsite at the Hub in Melbourne CBD or Hybrid** |
| Direct reports | **0** |
| 1. Purpose of the position and link to strategy | |
| Aligns with and responsible for the delivery of Beyond Blue’s *Supporting* strategic goal so that more people access support earlier.  The Administration and Governance Adviser provides administrative and practical support to the Services’ Group. This role is responsible for the establishment, support and ongoing improvement of operational management processes and provides a range of administrative, clerical, logistical and other duties to assist in delivering NewAccess, Be You, Clinical Governance and Support Services. | |
| 1. Key accountabilities of position | |
| Governance support   * Provide guidance to establish and maintain meeting cadences and scheduling of stakeholder meetings, forums and events including support to plan events and prepare and distribute resources and materials. * Review existing governance structures and makes recommendations for improvements and synergies. * Support the scheduling governance committees and their alignment to sub-committees or other Beyond Blue governance committees and manage a secretariat role as required for these committees. * Maintain relationships with the Chair of Beyond Blue Clinical Governance Committee, other governance committees and key internal and community representatives. * Provide guidance to establish and maintain meeting cadences and scheduling of stakeholder forums including support to prepare terms of reference, agendas, and minutes.   Administrative & Coordination   * Provide administrative and coordination support for Services’ projects, programs and functions. * Enable efficient ways of working coordinating support and access to management programs such as SharePoint, Jira and Confluence. * Support centralised documentation and process management and maintain staff access to key files, documents, and information supporting internal processes. * Manage all travel and accommodation arrangements for the Services unit, within approved budget allocations. * Be responsive to additional duties that may arise, as requested by the Partnerships and Performance Manager and all Services’ Heads. * Support the Contract Management Adviser providing administration support during high periods of contract establishment and /or renewal. * Support the Delivery Specialist providing administration support during high periods of project management and delivery. | |
| 1. Key outcomes, or desired impact of role, linked to strategy | |
| Area of impact   * Champion *Strategy 2023+ Earlier, Easier, Together* and with the CEO, Executive and other staff to support the evolution of Beyond Blue’s culture, capabilities, and ways of working to achieve its strategic goals – identifying priorities, ensuring alignment and accountability, focusing on effective implementation and outcomes, and simplifying complexity to enable action. * Deliver and evolve accessible, personalised, safe and connected earlier intervention and recovery focused mental health supports, services and programs to make it easier for people to feel better earlier, get well and stay well. * Foster positive and collaborative relationships with service funders, delivery partners, commissioning bodies, other mental health sector organisations, and service users to promote integration and improve mental health system outcomes. * Role model community centricity – putting community at the heart of leadership, strategy, relationships, operations, business development, and innovation.   KPI’s/Goals are set in the performance review cycles – January to June / July to December as part of our [Thrive Framework](http://bbconnect.beyondblue.org.au/Pages/Performance-Review.aspx). | |
| 1. Core Capabilities | |
| Of the eight capabilities listed in our [capability framework](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/http:/bbconnect.beyondblue.org.au/bbConnectDocs/bbHRDocuments/Performance,%20planning%20and%20reflection/BB_Thrive_framework_final.pdf), critical for role success.   * Communication * Community Centricity * Partnering * Critical thinking * Leading | |
| 1. Specific Job Competencies | |
| Education/qualifications   * Tertiary qualifications in a relevant discipline e.g. in health, mental health or services related field.   Experience   * Minimum of five years’ experience working in a service delivery/program management role within the health sector. | |
| 1. Values leadership and our culture at Beyond Blue | |
| Beyond Blue Values  We all play a part and take responsibility for our impact on the culture at Beyond Blue, in line with our [Values](http://bbconnect.beyondblue.org.au/Pages/beyondblue-Values.aspx).  Cultural competency  Beyond Blue strives to maintain a culturally competent and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans. | |