

Position Description



Position title	Be You Content Project Manager		
Team/Group	Be You Content Team – Education and Families		
Work level	3		
Position reporting to	Be You Content Senior Project Manager		
Employment Type	1.0 FTE (fixed-term until 30 June 2023)		
Vision, mission and values	<p>Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.</p> <p>Beyond Blues values are Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.</p>		
Position purpose	<p>Beyond Blue delivers the national mental health in education initiative Be You, which supports the creation of mentally healthy learning communities.</p> <p>The Be You Project Manager is a role within the Be You Content Team. This team drives the development and continuous improvement of all Be You content and resources – made available to schools and early learning services via the Be You website, professional development modules and online events (e.g. webinars) and via Be You’s delivery partners, Early Childhood Australia (ECA) and headspace.</p> <p>Reporting to the Be You Content Senior Project Manager and collaborating with team peers, this role also works closely with the broader Be You team, including the Marketing and Comms teams, the Education Contract Business Partner and the Research and Evaluation Business Partner.</p>		
Role dimensions	Direct Reports	None	
	Overall team	Be You Content Lead, Be You Content Senior Project Manager, 3 x Be You Content Project Managers, 3 x Be You Content Managers, Be You Project Coordinator, Be You Diversity and Inclusion Adviser, Be You Clinical Adviser	
	Financial Delegation	As per Delegation of Authority Policy	
Key accountabilities	<p>Project Management and Reporting</p> <p>Manage the development and implementation of activities to support the delivery of the Be You Content Strategy. Ensure delivery is to agreed timeframes and budget. Report on progress as requested by the Be You Content Senior Project Manager and Content Lead.</p>		

	<p>Ensure all intended activity has clear project plans and that project and internal/external stakeholder interdependencies are considered and Be You governance processes are adhered to.</p> <p>Ensure all project management activities, including any budget and contract management, is undertaken in accordance with Beyond Blue processes.</p> <p>Ensure projects are delivered within the parameters of the Be You Workflow Framework.</p> <p>Responsible for project reporting and ensuring performance of project against agreed milestones is tracked monthly.</p> <p>Coordinate and provide logistical support for workshops, consultation forums, conferences, meetings and other events as necessary.</p> <p>Gathers all project insights, audience needs, and content requirements in order to collaborate with Content Manager to deliver within project requirements</p> <p>Participate in evaluation activities.</p> <p>Provide advice and support to the leadership teams within Be You, including preparing reports, presentations, briefing notes, correspondence, facilitating meetings and providing information regarding projects.</p> <p>Stakeholder Management (internal and external)</p> <p>Work collaboratively with other teams across Be You and Beyond Blue as necessary to deliver projects. Note: this role will need to draw on other roles across the organisation for delivery of activity, however it is responsible for coordinating the activities and ensuring that the outcomes are achieved.</p> <p>Build strong relationships and actively participate in all meetings with stakeholders, including Taskforces, ensuring clear communication regarding expectations associated with projects and associated activities.</p> <p>Manage consultation with subject matter experts and other stakeholders to ensure that project activity reflects the needs of the educator community.</p> <p>Seek opportunities for input, consultation and codesign with our communities where appropriate to inform our work</p> <p>Content and Resource Development</p> <p>Works with Content Production Managers to ensure all new and revised content and resources are:</p> <ul style="list-style-type: none"> • produced to a high standard • evidence-informed and responsive to recommendations relating to: <ul style="list-style-type: none"> ○ research and evaluation insights and stakeholder feedback ○ clinical advice ○ diversity and inclusion (including Aboriginal and Torres Strait Islander learning community needs) • presented in an engaging and easy to navigate manner • provided in a format that responds to educator needs. <p>Be responsive to additional duties that may arise, as requested by the Be You Content Senior Project Manager</p>
Key behaviours	<p>Build and maintain effective relationships with internal and external stakeholders to ensure clear communication and workflows.</p>

	<p>Communicate openly and transparently, following risk management escalation processes as necessary.</p> <p>Work collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives.</p>
Qualifications and key selection criteria	<p>Essential</p> <p>A minimum of three years demonstrable relevant experience working in a program/project management role.</p> <p>Proven knowledge and skills in planning, resource identification and deployment, tasks and activity monitoring and reporting and overall program delivery against defined objectives, timelines, methods and outcomes.</p> <p>Proven experience in contract management.</p> <p>Proven ability to collaborate and effectively build and maintain relationships with internal and external stakeholders.</p> <p>Advanced written and verbal communication skills.</p> <p>Demonstrated ability to prepare a variety of types of documents including project plans, budgets, briefing notes, project summaries and reports with a high level of attention to detail and the ability to conceptually analyse information.</p> <p>Willingness to commit to and work in line with the Beyond Blue Values.</p> <p>Desirable</p> <p>Project management qualifications</p> <p>Experience in program evaluation</p> <p>Experience working on mental health promotion initiatives</p> <p>Experience in the broader Education sector.</p>
Additional information	<p>Health, safety and wellbeing</p> <p>Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.</p> <p>Pre-existing injury</p> <p>The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.</p> <p>Equal opportunity</p> <p>Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.</p> <p>Cultural competency</p> <p>Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.</p> <p>Employment is subject to:</p> <ul style="list-style-type: none"> • A current Police Record Check • Proof of the right to work in Australia