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| **Position title** | | | | **Project Manager, Wellness and Prevention** | | |
| **Team/Group** | | | | Wellness and Prevention unit, Community Group | | |
| **Work level** | | | | 3 | | |
| **Position reporting to** | | | | Wellness and Prevention Programs Lead | | |
| **Employment Type** | | | | Fixed-term | | |
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| **Vision, mission and values** |  | | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to work with the community to improve mental health and prevent suicide. We aim to achieve this by:   1. Promoting mental health and wellbeing 2. Being a trusted source of information, advice and support 3. Working together to prevent suicide   Beyond Blue’s values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | | |
| **Position purpose** |  | The Wellness and Prevention Project Manager will be responsible for managing key projects and products under Beyond Blue’s Wellness and Prevention Strategy. This includes collaborating across the organisation to transition existing key Workplace and Home products, like Heads Up and Healthy Families into the Big Blue Door and relevant external initiatives, and project managing new intiaitives that promote mental health and wellbeing and prevent mental ill-health, in line with the Wellness and Prevention Strategy, including in key settings of work and home.  The Wellness and Prevention Project Manager will also collaborate across the organisation, including within the Wellness and Prevention team and with the Centre of Excellence, to promote mental health and wellbeing in key settings and embed Wellness and Prevention initaitvies within communities. | | | | |
| **Role dimensions** |  | **Direct Reports** | | | | *Nil* |
| **Overall team** | | | | 10 |
| **Financial Delegation** | | | | *As per the delegation of authority policy* |
| **Key accountabilities** |  | * Lead management of assigned products and projects for Beyond Blue’s Wellness and Prevention Program focused on improving mental health and wellbeing and preventing poor mental health, including in key settings at work and at home. * Support the Wellness and Prevention team’s Enterprise Portfolio Management planning, including ensuring organisational interdependencies are identified, well planned for, communicated and managed to enable effective delivery of program priorities. * Act as a subject matter expert for key internal activities, including responding to incoming requests and contributing to cross-organisational initiatives. * Reviews, develops and produces Beyond Blue resources in consultation with internal and external stakeholders including branding, design and members of the public * In conjunction with Engagement Managers, liaise with key stakeholders, particularly government, other funders, and industry/professional associations to support Program objectives. * Oversee the day-to-day activities of assigned products or projects. * Ensure that all areas of responsibility are informed by the views of the Community, including those with a lived experienced depression and/or anxiety. * Provide project support as required to the Wellness and Prevention Programs Lead and Head of Wellness and Prevention: updating databases; collating reports; preparing briefing notes, reports and speaking notes; desktop research; and organising and facilitating teleconferences and face to face meetings. * Utilise Google analytics, community feedback other feedback obtained about the to inform the development, maintenance and iteration of Wellness and Prevention projects or products * Participate in relevant internal and external working groups and deliver presentations to a range of groups relating to program areas as directed. * Work collaboratively and flexibly, undertaking other duties, including those of an administrative nature, as required. * Ensure that all work is socially inclusive and respectful of diversity. | | | | |
| **Key behaviours** |  | * We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community * We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work * We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources * We collaborate to provide solutions and options for feedback * We actively listen, and communicate openly and transparently * We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions * We build relationships externally and partner with key external stakeholders for the benefit of the community * We adapt, flex and take an agile approach to plans to meet community need | | | | |
| **Qualifications and key selection criteria** |  | Essential   1. Project and product Management – Knowledge and skills in planning, resource identification and coordination, task and activity monitoring, risk and issues management, budgeting, reporting and overall delivery against defined objectives, methods and outcomes. 2. Change management – Proven ability to incorporate appropriate processes, tools and techniques in managing humanistic change that informs successful project deliverables. 3. Community and stakeholder management — The ability to develop a strong understanding of the needs and preferences of the community and key Wellness and Prevention stakeholders. This includes internal and external community and stakeholder needs assessment and meeting customer and stakeholder needs. 4. Health content development – Demonstrated ability to prepare a variety of types of public-facing content including web, print and newsletter to a high-quality, publishable standard that meets style guide and branding requirements. 5. Document preparation – Demonstrated ability to prepare a variety of types of documentation to a high standard including project management documentation, briefing notes, correspondence and reports with a high level of attention to detail and the ability to conceptually analyse and synthesise information. 6. Managing a changing environment - Demonstrated ability to work flexibly and manage changing work demands. Flexibility and adaptability with an ability to work within a changing environment. 7. Document preparation - Proven ability to prepare various documents including budgets, work schedules, briefing notes, correspondence and reports with attention to detail and the ability to conceptually analyse information. 8. Tertiary qualifications in public health, health promotion, social sciences or a related discipline.   Desirable   1. At least five years’ experience in a similar role. | | | | |
| **Core Capabilities** |  | *Community voice​* | | | Capture community insights, ensure community insights inform our work, test we are having ​ | |
| *Community awareness & system change​* | | | Shift to a community centric way of operating, with the community and the need for system change informing how we work​ | |
| *Digital Capability Big Blue Door delivery​* | | | Increase our impact and reach across the community, and better understand and respond to community need and deliver personalised support informed by community insights and data. ​ | |
| *Agile Leadership​* | | | Respond in a shorter period of time and to enable more flexible and adaptable utilisation of resources across the organisation. It also enables us to embed our Ways of Working culture. ​ | |
| *Sustainable & diverse funding sources and supporting social impact​* | | | Develop a sustainable and diverse funding base, that strengthens our culture of philanthropy. We will invest and spend wisely, and plan for the longer term.​ | |
| *Best governance and demonstrating impact* | | | Balances stability and strong oversight, with dynamic decision-making processes that support responsive ways of working. We will measure our success – and our learnings – and share our insights with donors, philanthropists and government supporters. | |
| *Partner strategically for maximum impact​* | | | Work with the community, education, business, philanthropy and across government. Our engagement with partners will be purposeful, inclusive, transparent and respectful. | |
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