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| **Position title** | | | **Project Advisor – Bushfire Response Program** | |
| **Team/Group** | | | Be You Service Team | |
| **Work level** | | | 3 | |
| **Position reporting to** | | | Project Lead, Bushfire Response Program | |
| **Employment Type** | | | 0.5 FTE (contract 1 Feb – 30 June 2022) | |
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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 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.  Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | |
| **Position purpose** |  | In 2020 Beyond Blue, with delivery partners headspace, Early Childhood Australia and Emerging Minds,established a bushfire response program for early learning services and schools affected by the 2019 – 2020 bushfires.  The Be You Bushfire Response Program builds the capacity of educators in early learning services and schools to support disaster recovery and resilience for their learning communities. The BRP program works in close alignment with key state government and service providers and other stakeholders in bushfire affected areas to identify needs and opportunities for collaboration, promote communication and a coordinated approach to supporting disaster recovery.  The Project Advisor will play a critical role in the last five months of the Be You Bushfire Response Project, liaising with stakeholders, take on the day to day accountability for the delivery of contracted project deliverables as well as using their expertise to write reports for both external and internal audiences including analysis and interpretation of data. The focus of this role will also include overseeing some key activities as part of the Bushfire Response Program transition to core Be You. | | |
| **Role dimensions** |  | **Direct Reports** | | None |
| **Overall team** | | Sits within the Bushfire Response Program team, reporting into the Project Lead, Bushfire Response Program |
| **Financial Delegation** | | As per Delegation of Authority Policy |
| **Key accountabilities** |  | **Day to Day Operational Support & Stakeholder Management**  Day to day responsibility for delivery of the designated Project accountabilities, ensuring interim and project deliverables are provided to scope, time, budget and quality  Day to day liaison with stakeholders including service providers, early learning services and schools as required  Data analysis and report writing  Using expertise in project management to oversee key activities on the BRP activity workplan to finalise the Bushfire Response Program transition  Contributes to the development and maintenance of project documentation  Maintains or updates all associated systems and platforms in line with agreed project management strategy  Escalate decisions or issues to the Project Lead where required and undertakes joint problem solving  Prepares a variety of documentation types, following the coordination of required input/content  Translates verbal information/direction into written correspondence with early learning services and schools  Other tasks as directed by the Project Lead | | |
| **Key behaviours** |  | Builds and maintains effective relationships with delivery partners and other internal and external stakeholders to ensure clear communication and workflow  Communicates openly and transparently, following risk management escalation processes as required  Works collaboratively and proactively with all team members and other teams within Beyond Blue to achieve objectives | | |
| **Qualifications and key selection criteria** |  | **Essential**  Demonstratable experience in project management  Demonstratable experience in data management  Excellent organisational skills - Must be highly organised and capable of organising activities with no fuss, managing competing priorities, and remaining calm under pressure  Excellent written and verbal skills – Must possess sound interpersonal and verbal communication skills along with proven capabilities in the creation of clear and concise written communication  Attention to detail - Diligently attends to details and pursues quality in accomplishing tasks. Makes few if any errors. Remains aware and takes care of details that are easy to overlook or dismiss as insignificant  Proficient in the use of Office software – Must be able to confidently use Word, Excel (intermediate level skills preferred) and PowerPoint  Works well with others – Must demonstrate excellence in being a team player, including collaborating with and supporting others in the pursuit of common goals  Adheres to policies and procedures – Always demonstrates behaviours consistent with policies and procedures – does not take shortcuts or create new pathways without authorisation  Process improvement skills – Capable of identifying process issues and suggesting solutions to improve/resolve them  Flexible, can do attitude - must be flexible, easy going with a proactive “can do” attitude  **Desirable**  3+ years’ experience involving program services delivery  Experience in education, health or community based support programs | | |
| **Additional information** |  | **Health, safety and wellbeing**  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  **Pre-existing injury**  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.  **Equal opportunity**  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.  **Cultural competency**  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.  **Employment is subject to:**  • A current Police Record Check  • Proof of the right to work in Australia | | |