

# Position Description



<b>Position title</b>	<b>Project Lead, Be You Bushfire Response Program</b>
<b>Team/Group</b>	Major Projects, Education and Be You
<b>Work level</b>	4
<b>Position reporting to</b>	Head of Be You Major Projects
<b>Employment Type</b>	Full-time, fixed term until 30 June 2021 (parental leave cover)
<b>Vision, mission and values</b>	<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 <b>Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.</b></p>
<b>Position purpose</b>	<p>In January 2020, Beyond Blue was funded to establish the Be You Bushfire Response Program to deliver tailored mental health support to early learning services and schools affected by the 2019/2020 bushfires. Working across South Australia, Victoria, New South Wales and Queensland, and delivered as part of the Be You initiative, the program provides four key areas of support to communities include:</p> <ol style="list-style-type: none"><li>1. Contact Liaison Officers (25 staff located in various region across SA, VIC, NSW and QLD)</li><li>2. Trauma support and guidance</li><li>3. Recovery planning</li><li>4. Community support service mapping.</li></ol> <p>Working in collaboration with delivery partners Early Childhood Australia, headspace and Emerging Minds, this role oversees the governance, implementation and delivery of support provided to affected schools and early learning services.</p> <p>The Project Lead is responsible for the overarching governance and leadership of the program to ensure the ongoing development, delivery and implementation meets both contractual and community needs.</p>
<b>Role dimensions</b>	<p><b>Direct Reports:</b> 2</p> <p><b>Overall team</b> This role sits within the Major Projects Stream of the Education and Be You team</p> <p><b>Financial Delegation</b> As per delegation</p>

<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>• Actively lead the ongoing development and implementation of the program to ensure the model meets the needs and expectations of bushfire affected early learning services and schools.</li> <li>• Lead and manage the Bushfire Response Program team across the three partner organisations to ensure alignment, collaboration and optimum impact in bushfire affected regions.</li> <li>• Active and open communication with delivery partners to ensure collaborative approach to delivery and problem solving is upheld.</li> <li>• Manage and monitor the contracts and implementation of the program by delivery partners headspace, Early Childhood Australia, and Emerging Minds as well as contracts of other relevant development and delivery providers.</li> <li>• Manage and monitor the budget in line with contractual activities, deliverables and objectives.</li> <li>• Oversee workflows of the project team (2 x Project Officers and Communications Advisor).</li> <li>• Ensure all project management activities are implemented in accordance with Beyond Blue processes and systems, and in line with company policy and program governance.</li> <li>• Provide high quality written documents including preparation of contracts and agreements; project management documentation; progress reports; key project reports (including Board reports, Beyond Blue external reporting and ad hoc reports as required).</li> <li>• Lead and nurture a range of high-level stakeholder relationships critical for the ongoing implementation and sustainability of the project, namely those based in the bushfire affected regions and the delivery partners.</li> <li>• Manage the key communications for all internal and external stakeholders and partners (working closely with Be You Strategic Communications and Marketing teams).</li> <li>• Provide Beyond Blue-centric subject matter expertise and advice in relation to early learning services and school learning communities and Be You, within a range of State and Territory contexts, including policy, environmental &amp; stakeholders.</li> </ul>
<b>Key behaviours</b>	<ul style="list-style-type: none"> <li>• Communicating openly and transparently.</li> <li>• Building relationships internally; partner with the whole organisation to integrate services and share learnings strategically and effectively.</li> <li>• Developing and maintaining key external stakeholder relationships for the benefit of the community.</li> <li>• Ability to adapt, flex and adjust plans to meet community and project needs.</li> </ul>
<b>Qualifications and key selection criteria</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in education, psychology, allied health or public health.</li> <li>• Leadership experience, especially in an education and/ or health environment.</li> <li>• Knowledge, skills and experience in planning, budgeting, resourcing, activity monitoring, reporting, and overall project delivery against defined objectives and outcomes.</li> <li>• Experience in managing contracts.</li> <li>• Proven experience in managing and supporting complex environments that are changing and evolving.</li> <li>• Leadership experience in development and delivery of professional learning and/or training, information and resource development.</li> </ul>

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- Experience and understanding of cultural competencies, inclusion and diversity.
  - Demonstrated public speaking and presentation experience to diverse audiences, including senior leaders.
  - Excellent written and verbal skills with ability to clearly communicate and create clear and concise written communication.
  - Previous experience working in disaster recovery would be highly favourable.
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**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
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