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| Position title | **Wellness & Prevention Project Manager**  |
| Position reports to | Work and Small Business Lead  |
| Work level | 1 [ ]  | 2 [ ]  | 3 [x]  | 4 [ ]  |  |
| Group and team | Wellness & Prevention Unit |
| Location | Hybrid  |
| Employment type | Fixed term (until 30 June 2023) |
| Direct reports | Nil |
| Why choose Beyond BlueBeyond Blue has been providing supports and services to people in Australia for over 20 years.We are Australia’s most well-known and visited mental health organisation, focused on supporting people affected by anxiety, depression and suicide. We are inspired by our vision that ‘all people in Australia achieve their best possible mental health’ and are driven by our mission to work with the community to improve mental health and prevent suicide. We aim to achieve this through three strategic priorities: 1. Promoting mental health and wellbeing
2. Being a trusted source of information, advice and support
3. Working together to prevent suicide

At Beyond Blue the community is at the heart of everything we do. By joining our team you’ll be involved in meaningful work, collaborating with a cross-section of colleagues, partners, and community right across Australia. We offer our team opportunities to support and learn from one another, build capabilities, celebrate successes along the way, and generous not-for-profit salary packaging options. Your mental and physical health are important to us – we offer a range of wellbeing initiatives, including an Employee Assistance Program, a comprehensive Flexible working policy, ensuring you have safe and effective ergonomic support no matter where you work, as well as employee-led groups and initiatives. We strive to live our organisational values of **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity** to help create a happy, safe and productive work environment. |
| About the role |
| Role description | The Wellness and Prevention Unit helps to promote positive mental health and wellbeing and prevent poor mental health where people live, work and play.Reporting into the Work and Small Business Lead, the Wellness & Prevention Project Manager will be responsible for managing and supporting key projects and activities that support the implementation of Beyond Blue’s Wellness and Prevention Strategy. This will include, but may not be limited to:* Support the Research, Evaluation and Learning Adviser to develop a Wellbeing Framework that underpins and supports our new Wellness & Prevention Strategy. This will include informing the development of key wellbeing indicators and measures and development of a Theory of Behaviour Change Framework.
* Lead the design and development of a Wellbeing Planning tool to help all people in Australia act to proactively look after their mental and health and wellbeing.
* Support the development of a “What Works Wellbeing Guide” to inform organisations, programs, and projects around best-practice.
* Support the ongoing management and maintenance of key digital legacy products within the team, including Beyond Blue’s [Heads Up website](https://www.headsup.org.au/home) and [Small Business Adviser online learning course](https://www.headsup.org.au/training-and-resources/educational-and-training/beyondblue-resources/small-business-advisers?utm_source=industry&utm_medium=organic&utm_campaign=supportingsmallbusiness_oct20&utm_demo=all&utm_targeting=null&utm_format=link&utm_creative=illustration&utm_objective=null&utm_id=supportingsmallbusiness0735).
* Support the transition of these digital products to Beyond Blue’s future digital state “The Big Blue Door” and to relevant external initiatives, such as the [National Workplace Initiative](https://www.mentalhealthcommission.gov.au/projects/mentally-healthy-work/national-workplace-initiative).
* Contribute to mapping the mental health prevention and promotion landscape in Australia, to further develop and inform Beyond Blue’s future role in this space – a key focus of this role will be on scoping the future role of Beyond Blue in workplace mental health.
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| Key accountabilities  | Area of accountability**Specialist** * Lead management of assigned projects for Beyond Blue’s Wellness and Prevention Program, applying agile project management methods. A key focus will be on scoping and delivering new projects designed to set a strong foundation for Beyond Blue’s new Wellness and Prevention strategy. You will also support other business units to deliver key projects and maintain and transition key products related to the Wellness & Prevention Unit.
* Provide mental health promotion and prevention subject matter expertise for key internal initiatives. For example, providing advice to Beyond Blue’s Centre of Excellence on the development of new mental health and wellbeing content for the community.
* Contribute to scoping the future direction of Beyond Blue’s workplace mental health program – including guiding the strategic direction of the program, as well as mapping key audience needs and journeys to inform future content development. This will require translating insights from evidence reviews, google analytics, eco-system mapping and stakeholder consultation.

**Functional** * Provide project support as required to the Work and Small Business 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.
* Support the Wellness and Prevention team’s Enterprise Portfolio Management planning, including ensuring organisational interdependencies and risks are identified, well planned for, communicated, and managed to enable effective delivery of program priorities.
* Utilise Google analytics, community feedback other feedback obtained to inform the development, maintenance and iteration of Wellness and Prevention projects or products.
* In conjunction with Engagement Managers, liaise with key stakeholders, particularly government, other funders, and industry/professional associations to support Program objectives.
* Ensure that all areas of responsibility are informed by the views of the Community, including those with a lived experienced depression and/or anxiety.
* 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.
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| Key stakeholders | Key stakeholdersInternal* Wellness and Prevention
* Centre of Excellence - Products and Services, Brand & Marketing & Business Intelligence
* Strategy, Policy & Reform – Policy and Communications & Research, Evaluation and Learning

External* Industry, sector and lived experience stakeholders critical to the development, delivery and maintenance of projects and products.
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| What we are looking for |
| Capability | Of the eight capabilities listed in our capability framework, the following behaviours are critical for role success (must already be demonstrating at the expected competence below to step into the role). **Communication*** Uses vocabulary that is appropriate to the audience, is culturally inclusive and aligns language to Beyond Blue values
* Begins with the end in mind; analyses the audience and selects content that is fit for purpose
* Communicates clearly and concisely, explaining facts, concepts, practices, and policies to others within the scope of their role. Demonstrates enthusiasm for content
* Engages in active listening and has an awareness of own and others communication styles and adapts accordingly
* Is accessible, responsive and builds rapport, actively reaching out to engage or work with others and is conscious of nonverbal communication style

**Community centricity** * Values community engagement and demonstrates sound knowledge of community centric principles
* Demonstrates active listening without judgment and observation of non-verbal cues to establish rapport
* Has foundation knowledge of mental health and suicide prevention topics including the risks and protective factors, and the importance of self-care
* Uses inclusive language and practices when working with or talking about different communities
* Demonstrates empathy and understanding of mental health and & suicide prevention, respects lived and living experience of mental health and uses it to inform work

**Innovative mindset*** Shows openness and enthusiasm to learn and curiosity to try something new; is not afraid to fail or make mistakes
* Asks relevant and thoughtful questions as part of day-to-day work
* Generates and shares suggestions for improvement on routine work activities
* Reflects regularly to draw out learning for continuous improvement and improve own output and at a team level
* Reflects on how new ideas or emerging trends could be embedded into work

**Digital discovery*** Is committed to competently learning and confidently using technology and digital platforms in daily work to increase efficiency and effectiveness
* Uses online collaboration tools to connect, communicate and collaborate with others, and visually manage work with teams and squads
* Protects user and community data safely in adherence to Beyond Blue data governance, IT security and privacy policies
* Sources research in a relevant and productive way, and evaluates reliability of online information and data sources to inform work
* Uses technology creatively and critically to meet community expectations and business needs

**Partnering*** Actively engages to build rapport with stakeholders
* Works proactively and collaboratively within own team, and with other teams to achieve shared goals
* Anticipates and ensures accountable, respectful, and responsive partnership management
* Understands the current operating environment and external market and how these impacts on own area of work
* Has functional level of financial acumen and shows awareness of the commercial context within own team/business area

**Agility*** Remains open and enthusiastic positive to change, sees the learning opportunities
* Provides early and frequent value while accepting ambiguity and adapting to changing priorities
* Explores alternative approaches, methods, or ideas to test ways of working.
* Values and promotes fit-for-purpose progress over perfectionism with the capacity to spring back, learn and rebuild after setbacks
* Organises work into logical sequences and delivers the work, often in sprint cadence, using a backlog of work. Engages SMEs where necessary based on objectives

**Critical thinking*** Leverages data, details, and context when problem solving and can synthesise, report on, and use information and research to support thinking
* Understands Beyond Blue strategy and how individual work connects to organisational success and takes responsibility for delivering on results
* Considers the implications, risks, and impacts of own approaches and decisions
* Seeks subject matter experts and others' opinions or evidence to help inform decisions, solutions, or practices
* Documents process as a diagnostic for visibility and clarity

**Leading*** Understands performance expectation, shows accountability, demonstrates initiative and is receptive to giving and receiving feedback
* Lives the values on a daily basis; demonstrates optimism
* Understands individual strengths and seeks opportunities to continuously grow and improve
* Contributes to a culture where others feel they are respected, included and valued; is inclusive of others, engages in cultural awareness activities and promotes inclusive language

Respectfully addresses colleagues exhibiting undesirable behaviours, and complies with Beyond |
| Selection criteria | Education/qualifications* Tertiary qualifications in public health, health promotion, social sciences or a related discipline.

Knowledge/skills/experienceEssential1. **Project 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. Experience applying agile project methodologies, as well as understanding of product management principles will be highly regarded.
2. **Subject Matter Expertise** - Expertise in at least one of the following areas, and a strong interest in developing expertise in the remaining domains: positive psychology, mental health and wellbeing, mental health promotion, prevention of mental health conditions, behaviour change, mental health at work or home.
3. **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.
4. **Digital and data literacy** – Ability to understand data and digital principles to inform project, program or product management and development.
5. **Strategic communication** – Experience developing strategies and plans that communicate the strategic intent and direction of a project, program, or product.
6. **Human-centred design skills –** Demonstrated ability using a human centred design approach to problem-solving and management of projects. Experience preparing health promotion content using these principles, for example web or newsletter content, will be highly regarded.
7. **Community and stakeholder management** — The ability to develop a strong understanding of the needs and preferences of the community and key stakeholders. This includes internal and external community and stakeholder needs assessment and ability to translate this at all stages of the project lifecycle.
8. **Written communication skills** - Proven ability to prepare various documents including, briefing notes, budget and planning documents, correspondence, and reports with attention to detail and the ability to conceptually analyse information.

Desirable* At least five years’ experience in a similar role.
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| Additional information |
| Fairness and equality | Health, safety and wellbeingBeyond 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 injuryThe 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 employees. Equal opportunityBeyond Blue is an equal opportunity employer. All employees 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 employees are expected to undergo regular cultural competency 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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