






## Program Officer – Mental Health and Alcohol and Other Drugs (MHAOD)

Department:	Health Services Commissioning
Location:	Cairns, Townsville, or Mackay
Position type:	Full time
Classification:	Level 6
Reports to:	Contracts and Performance Manager - MHAOD
Direct reports:	Nil

### Our values

	Values statements	Core commitments
 Collaboration	We connect co-operatively across boundaries to share ideas and achieve our goals together. <b>'We work together'</b>	I will work co-operatively across teams to achieve outcomes. I will connect with others to build trusting relationships. I will share ideas, knowledge, and resources.
 Leadership	We are empowered, inspired, and will step up to create a better future. <b>'We are all leaders'</b>	I will role-model positive behaviours. I will create opportunities to have a positive impact. I will take responsibility for contributing to NQPHN's culture and success.
 Integrity	We hold ourselves to the highest standards of ethics and professionalism. <b>'We do the right thing'</b>	I will be consistently ethical and trustworthy. I will display high levels of professionalism at all times. I will represent NQPHN with pride.
 Accountability	We own our actions, follow through on our promises, and live our values. <b>'We do what we say'</b>	I will follow through on my commitments. I will take ownership of my work and performance. I will be transparent and forthcoming with information.
 Respect	We hear, acknowledge, and value all people and voices, finding unity in our diversity. <b>'We are considerate'</b>	I will actively seek out and value different perspectives. I will treat all people with appreciation, dignity, and courtesy. I will be culturally informed and sensitive.



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.





## Role summary

The Program Officer will be responsible for supporting the delivery of Mental Health and Alcohol and Other Drugs (MHAOD) activities and initiatives being undertaken by the MHAOD team.

## Key responsibilities

### Role-specific

The key responsibilities of this role include, but are not limited to:

- Contribute to the commissioning of MHAOD services across northern Queensland through the provision of support and collaboration to the team, utilising an understanding of the Department of Health Commissioning Cycle.
- Support the management and performance of commissioning contracts through provision of delegated contract management tasks including:
  - review of performance reports
  - review and processing of invoices and other contract documentation
  - support the coordination and documentation of contract related meetings.
- Support the commissioning of MHAOD services across northern Queensland through provision of delegated planning and design tasks.
- Undertake administrative tasks such as production and distribution of correspondence, minutes, reports, and/or presentations as delegated.
- Facilitating strong stakeholder relationships with MHAOD providers, as well as governing agencies and other key contacts.
- Supporting relationships with relevant peak bodies to ensure collaboration in the delivery of new models of care for transition into practice.
- Contributing to monitoring and evaluating the delivery of the range of MHAOD and suicide prevention programs
- Supporting the needs assessment, planning, and service development in relation to MHAOD program areas.
- Support the collaboration across all Northern Queensland Primary Health Network (NQPHN) teams to ensure the programs delivered are in line with the organisation's strategic and operational requirements.
- Support the team in ensuring the agreed performance outcomes for the programs across all commissioning portfolios are delivered, monitored, and reported in line with recommended frameworks and guidelines.
- Support and collaborate within the team to ensure an integrated approach to commissioning.
- Other duties as directed by the MHAOD leadership team and manager.

### General

- Regularly attend team and staff meetings.

- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, implementing all policies and procedures correctly, and recommending quality improvements.
- Communicate effectively and respectfully with all members of the organisation and external stakeholders.
- Record all interactions and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date, and accessible by other team members.
- Comply with reporting requirements as directed by your manager.
- Deal with sensitive information in a confidential and professional manner.
- Complete other reasonable duties and projects as required to meet organisational objectives.

### Organisation-wide

- Committed to “One PHN” and working collaboratively and engaging purposefully across the organisation, including the offices, teams, and functions.
- Ensure best practice processes across all areas of responsibilities.
- Comply with the Organisation’s policies and procedures.
- Ensure the safety of yourself and others in line with the Organisation’s Workplace Health and Safety policies and procedures and the Workplace Health and Safety Act 2011.
- Perform other duties reasonably required, as directed.

### Key selection criteria

- Degree qualifications in a health-related discipline and two years’ experience in a similar role, or a VET qualification, and/or a minimum of three years’ mental health, AOD, or Suicide prevention experience.
- Demonstrated understanding of opportunities and challenges for the MHAOD sector in the North Queensland region.
- Understanding of health commissioning processes, health service design, and delivery in a community environment.
- Demonstrated knowledge and experience in supporting MHAOD service development, program implementation, monitoring, and evaluation.
- Significant knowledge to support cohesive networking and stakeholder engagement in the MHAOD sector across the NQPHN region.
- Attention to detail and advanced written and verbal communication skills with experience in producing plans and reports.
- Demonstrated strong organisational and project management skills with an ability to manage competing timelines and prioritise deliverables.
- Demonstrated interpersonal, communication (oral and written), engagement, and negotiation skills.
- Ability to work independently and effectively within a diverse team and collaborate with other internal portfolios.

- Demonstrated ability to work with diverse communities including Aboriginals, Torres Strait Islanders, and Australian South Sea Islanders in our region.

## Other requirements

- Current Drivers Licence.
- Provide a National Police Check less than three months old.
- Be able to meet the requirements of a Working with Children (Blue Card) Qld (if required).

## Capability Framework

NQPHN has a Capability Framework in place. This role has the following core competencies and expected levels.

Core competency	Standard
Teamwork and team leadership	<ul style="list-style-type: none"> <li>• Supports others in taking independent action.</li> <li>• Resolves issues that occur with minimal direction.</li> <li>• Invites and builds upon the ideas of others.</li> <li>• Assumes additional responsibilities to facilitate the achievement of team goals.</li> <li>• Actively shares knowledge among peers or offers advice to less experienced colleagues.</li> <li>• Effectively transfers acquired knowledge and expertise.</li> <li>• Demonstrates initiative in professional self-development.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Manages the allocation of resources in relation to business needs.</li> <li>• Manages the work plan, sets timelines and milestones, and involves stakeholders to deliver on time.</li> <li>• Provides advice on procedures and the use of resources.</li> </ul>
Flexibility and continuous improvement	<ul style="list-style-type: none"> <li>• Anticipates having to adapt work methods to changing technology and environments.</li> <li>• Considers problems from all new perspectives and can expand on the thinking or solutions proposed by others.</li> <li>• Adapts to new ideas and initiatives relevant to own area of work.</li> <li>• Understands and promotes the Organisation's business needs and policies for introducing change.</li> <li>• Is able to present the Organisation's priorities as they relate to own area of work.</li> <li>• Explains and convinces others of the need for adaptation and change of policies, structures, and methods.</li> </ul>

Core competency	Standard
Stakeholder engagement and communications	<ul style="list-style-type: none"> <li>• Writes information coming from multiple sources in a logical and comprehensive, yet concise manner.</li> <li>• Combines information from various sources in a concise and consistent manner.</li> <li>• Makes sound use of graphics and tables to effectively present numerical data.</li> <li>• Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, and respective interests and areas of expertise.</li> <li>• Identifies current or past contacts that can provide work-related information or assistance.</li> <li>• Fosters two-way trust in dealing with contacts (e.g., maintains confidentiality regarding sensitive information).</li> </ul>
Quality management	<ul style="list-style-type: none"> <li>• Gains an understanding of quality management systems, so effective feedback on limitations can be provided.</li> <li>• Utilises quality management systems where provided by the PHN.</li> <li>• Provides feedback to line managers on utility of quality management systems.</li> </ul>
Strategic thinking and innovation	<ul style="list-style-type: none"> <li>• Provides a rationale for decisions, relating them to the overall goals.</li> <li>• Able to work on strategic activities within the team, either across the whole or within particular areas.</li> <li>• Actively contributes to strategic discussions.</li> <li>• Understands the Organisation's current and future role.</li> <li>• Looks for opportunities for business improvement.</li> </ul>
Governance and risk	<ul style="list-style-type: none"> <li>• Ensures governance arrangements are being met.</li> <li>• Constructs formal reporting structures that are appropriate for successful partnerships.</li> <li>• Refers to key healthcare benchmarks in making recommendations.</li> <li>• Has a working understanding of the legal governance of engagement with public and service users.</li> <li>• Identifies and manages risk.</li> <li>• Remains familiar with and adheres to all policies and procedures, including Workplace Health and Safety.</li> <li>• Contributes to a safe workplace.</li> </ul>

Core competency	Standard
Project and program management	<ul style="list-style-type: none"> <li>• Ensures a clear project scope.</li> <li>• Develops effective project plans and cost schedules.</li> <li>• Calculates, relates, and responds to variances in schedules and costs.</li> <li>• Ensures effective project reporting.</li> <li>• Effectively manages project change using appropriate change control techniques.</li> <li>• Able to identify major and minor tasks for projects using a broad range of complex and technical tools.</li> <li>• Manages relationships of internal and external resources and interfaces with other groups.</li> <li>• Can identify and mitigate variations, changes, and conflicts.</li> <li>• Solves complex problems in own area even when not always clearly defined.</li> <li>• Resolves problems that may impact upon wider team/overall objectives.</li> <li>• Able to apply a broad range of complex, technical, or professional risk tools in a wide variety of projects.</li> </ul>
Commissioning	<ul style="list-style-type: none"> <li>• Applies Commissioning guidelines and Framework.</li> <li>• Develops written, well-structured commissioning that clearly sets out business requirements.</li> <li>• Monitors Commissioning processes to ensure they are open, transparent, and effective.</li> <li>• Understands and participates in the Commissioning process and ensures actions are in line with the Framework.</li> </ul>

*This position description contains a limited summary of the most frequently occurring tasks and responsibilities. In practice the employee can and will be entrusted with various other tasks and responsibilities that may also be of vital importance to the performance of his or her duties. The employee will properly execute these tasks and responsibilities and will not limit themselves to invoke the tasks and responsibilities exclusively summarised in this position description.*