

11621JOB DESCRIPTION



Key Position Information			Date Reviewed:
Title	Project Manager	Department - Location	Operations
Reports to	Executive Manager Operations	Award	Individual Employment Contract (or as updated)
Level / Salary	9.5% Super	Basis of Employment	Casual Part-time Full-time
Role Purpose			
<p>The role of the Project Manager is to manage a project to establish primary mental health and alcohol and other drug programs in the metropolitan area of Perth, including outer metropolitan regions. These programs will be based on locally based co-design processes undertaken in the first phase of the project to then fund place-based, service activities as part of developing an integrated system of care for people with problematic alcohol and drug use and mental illness. The programs are funded by the Western Australian Primary Health Alliance (WAPHA):</p> <ul style="list-style-type: none"> • Integrated system of care to support Aboriginal people with problematic alcohol and drug use and mental illness (in the Primary Health Networks (PHN) North and South Metropolitan regions); and • Integrated system of care to address problematic alcohol and drug use and mental illness (PHN South Metropolitan region). <p>The Project aims to improve the health and wellbeing outcomes for people with these co-occurring problems through facilitating:</p> <ul style="list-style-type: none"> • Increased access to evidence informed treatment and supports that recognise the health of the whole person; • Increased collaboration and integration between service providers to reduce system fragmentation, increase collaboration and improve the patient journey; and • Increased capacity to provide timely, holistic, person centered services that meet the unique needs of vulnerable and disadvantaged people. <p>This 14-month project commenced in May 2017 and the role will involve project management of both programs to ensure timely implementation of activities. Richmond Wellbeing has project partners as part of a consortium approach across both programs and collaborative agreements with other partners involved in the respective programs. Both programs have a steering committee and a project management group to steer and advice the project.</p> <p>Establishment activities for the project have commenced and key areas of activity for the Project Manager are to support governance and project implementation including risk management, stakeholder engagement, communication, performance monitoring and evaluation. Project implementation also includes service mapping and health pathways for local place based areas.</p> <p>Co-design activities will be implemented between July and October in local sub-regions where priority needs have been identified.</p> <p>Some service provision activities will commence as pilots in the next phase and be informed by the co-design outcomes. Other service activities will be identified.</p> <p>The duties may vary in line with operational and business requirements.</p>			

Richmond Wellbeing Vision, Purpose and Values

Our Vision: A community where people are able to recover and live a valued and fulfilling life.

Our Purpose: We work alongside people, employing leading practice, to support recovery and wellbeing.

Hope

We believe that people can and do recover from mental illness, and we strive to promote hope, control, choice and opportunity.

Inclusion

We embrace diversity, respect and value people's differences, and consistently seek to support people to realise their full potential as connected and contributing members in the community.

Service Excellence

We consistently aspire to exceed customer expectations, pursue opportunities for continuous improvement and quality, and take a proactive approach to seeking, identifying and leveraging current and future opportunities.

Compassion

We work in a person-centered way, demonstrating empathy, authenticity, honesty, integrity and human kindness in all our relationships with, families, individuals, colleagues and the community.

Statement of Diversity

The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.

<https://www.rw.org.au/diversity-statement>

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Richmond Wellbeing Values	<ul style="list-style-type: none"> Acts consistently in accordance with the RW Values and Key Principles – challenges practice inconsistent with these values and uses values as a basis for managing relationships and decision making Actively engage in self-reflection and develop own practice 	<ul style="list-style-type: none"> Reflect RW values in daily interactions and within scope of role. Demonstrate this in supervision and Critical reflection groups
Project management	<ul style="list-style-type: none"> Review, monitor, adjust and ensure delivery of the project plan and its deliverables and project activities: Support for the governance structure of the project and associated committees Performance measurement and reporting Stakeholder engagement, including GP engagement Communications strategy Risk management and mitigation strategy Conflicts of interest Service mapping and development of health pathways Monitor and update the Risk Management plan Manage the work of project staff, including supports from other partner organisations Provide information and support in relation to financial management, subcontract management and other arrangements both within and external to Richmond Wellbeing, in achieving project outcomes 	<ul style="list-style-type: none"> Record of Project Plan review and results Record of Risk Management Plan and assessment updates Project documentation to be produced is approved by senior management and the relevant governance groups.
Co-design activities	<ul style="list-style-type: none"> Identify and engage facilitators and other supports required to implement co-design processes Work with the project team to produce or access materials, venues activities and other resources that assist participants and stakeholders in the co-design process. Manage the process to implement co-design processes in identified sub-regions, evaluate the process and ensure 	<ul style="list-style-type: none"> Record of strategies identified and implemented Participants identified and supported Materials identified, developed and prepared

	<p>design informs service implementation (redesign of early pilots and subcontracted activities post-co-design.</p> <ul style="list-style-type: none"> • Co-productively learn from trials and improve the project plan and service implementation for in the course of the project 	<p>for co-design meetings/workshops</p> <ul style="list-style-type: none"> • Reporting on co-design as required in the Activity Monitoring and Evaluation Framework
Relationship management	<ul style="list-style-type: none"> • Identify and build collaborative and co-productive relationships with key stakeholders • Facilitate and maintain a network of internal and external stakeholders for the project 	<ul style="list-style-type: none"> • Project Steering Committee and Governance Group advised in relation to engagement issues • Stakeholder groups developed and maintained
Monitoring and Evaluation	<ul style="list-style-type: none"> • Review, implement and adjust the Activity Monitoring and Evaluation Framework as the project develops • Work closely with the external partners as required for the specific programs • Liaise with and support any external consultants • Responsibility for data capture, recording and dissemination 	<ul style="list-style-type: none"> • Activity Monitoring and Evaluation Plan reflect project needs and directions • Data collected and submitted to relevant committees or to the funder as required. • Engagement in all aspects of the evaluation is undertaken
Pilot of early service activity	<ul style="list-style-type: none"> • Work with the subcontracted service providers to maintain fidelity of the program and a focus on tailored stepped care and integration • 	<ul style="list-style-type: none"> • Expressions of interest are evaluated by the governance groups and decisions for funding made within the budget • Successful activities are subcontracted • Relevant KPIs and evaluation measures are negotiated and captured in the activity Reporting and Evaluation Framework
Reporting	<ul style="list-style-type: none"> • Provide regular written reports to the Project Management Group • Provide regular reports to the Governance Group or Project Steering Committee (as per the program) • Provide reports for the RW Board as required. • Provide reports to the and funders (WAPHA) as per the service agreements. 	<ul style="list-style-type: none"> • Schedule of reports prepared and delivered • Final Project Reports completed
Employee Contribution	<ul style="list-style-type: none"> • Positive and constructive work environment is promoted where employees are valued. • Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures • Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW • To carry out other duties which may be required, requested or directed and which are within the person's capability and training to perform 	<ul style="list-style-type: none"> • Show respect and helpfulness in all interactions • Read, understand and seek clarification of Policy and procedure documents. • Enrol in and complete required Core Training within required time frame.

		<ul style="list-style-type: none"> Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> Promote a safe and healthy working environment that complies with OSH requirements Take a shared responsibility to ensure the safety and well-being on self and others Utilise all protective equipment provided and as instructed Work in a safe manner while exercising due care and caution 	<ul style="list-style-type: none"> A “Safe work” culture operates within Richmond Wellbeing Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.

Employee Requirements	
Skills, Attitude and Experience	<p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> Contemporary understanding of mental health/alcohol and drug issues and evidence-based responses Project management skills and experience in complex community and human service oriented projects Forming and sustaining effective relationships with a range of stakeholders, including partners, stakeholders, community members and consumers and their families. Working collaboratively to develop solutions, with effective negotiation and conflict resolution skills. Taking initiative, determining priorities and ensuring deadlines are met, including reporting. Community development and capacity building competencies
Qualifications and experience	<p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> Relevant tertiary qualification or equivalent experience <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> Lived experience of mental health recovery or as family members of people with a lived experience of recovery