

ASSISTANT DIRECTOR, PEER PROGRAM EXPANSION

DUTY STATEMENT

Job Title:	Assistant Director, Peer Program Expansion
APS Level:	Executive Level 1
Branch	Open Arms – Veterans & Families Counselling
Section:	Community and Peer Program
Location:	Canberra ACT or Brisbane QLD
No. of staff directly supervised:	3
Immediate Supervisor:	National Director, Community and Peer Program

JOB DESCRIPTION

This is a newly created position. The occupant of this position will work as part of a collaborative leadership team to coordinate the ongoing development and continuous improvement of the Open Arms Community and Peer Program; integrating lived experience mental health peer work into service delivery to ensure positive client and community outcomes.

Open Arms is seeking an experienced manager and/or senior professional to lead the implementation of projects expanding the reach, responsiveness and impact of the national Community and Peer Program. The occupant of this position will lead activities that strengthen access to Open Arms Peer Support, including through online service delivery, during key transitions, and through strengthened partnership with Ex-Service Organisations and community based volunteer networks.

As a member of the National Community and Peer Program Section, the occupant of this position will deliver high quality advice and services in the areas of program development, organisational development, change management, stakeholder and community consultation and co-design, and program/service evaluation.

DUTIES

In accordance with the principles of workplace diversity, Workplace Health and Safety (WH&S), participative work practices and values, and under limited supervision and within the standards for positions at this level, Assistant Director, Peer Program Expansion is responsible to the National Director, Community and Peer Program, for these duties:

1. Lead a portfolio of expansion projects, increasing the reach, responsiveness and impact of the Community and Peer Program, driving the growth of the Program whilst ensuring nationally consistent and quality practice.
2. Oversee and deliver project management activities and provide leadership to support change management and project implementation at a regional level.
3. Manage stakeholder relationships ensuring achievement of organisational, staff, community and client outcomes, including through coordinating projects managed in partnership with multiple program leads.
4. Lead the development of a co-design protocol for Open Arms and manage staff, community and stakeholder consultation to support the adoption of a positive change culture enabling of Program expansion activities.
5. Contribute to the development of a model fidelity framework to guide expansion activities whilst ensuring maintenance of nationally consistent service delivery.
6. Lead the evaluation of Program expansion projects and contribute to the development, review and improvement of Community and Peer Program policies, procedures and model of care.
7. Oversee and contribute to the development of advice, briefings, papers, submissions and correspondence for use in both internal and external decision-making forums.
8. Provide supervision, mentoring and coaching for direct reports to effectively manage performance and encourage professional growth.
9. Support an environment that encourages a willingness to adopt participative work place practices in line with policies of WHS, Workplace Diversity and the Australian Public Service values, Employment Principles and the APS Code of Conduct.

SELECTION CRITERIA

Your application will be assessed against the Executive Level 1 Integrated Leadership System (ILS)

Shapes strategic thinking

Demonstrated understanding of the psychosocial needs, recovery processes and support systems available for current and ex-serving ADF members and their families. Collaborates with others in achieving the strategic objectives of the work area, encourages their contribution and communicates expected outcomes. Demonstrated ability to translate

strategy into operational goals by exploring possibilities and creative alternatives, utilising their lived experience with influence and to affect change.

Achieves results

Demonstrated ability to provide effective practice leadership and support to a geographically diverse team to maximise client service outcomes. Plans carefully and identifies opportunities to capitalise on expert advice from internal and external sources. Responds effectively to competing priorities and commits to achieving quality outcomes.

Cultivates productive working relationships

Builds and sustains relationships with a network of key internal and external stakeholders, engaging with others with multiple professional and personal perspectives. Recognises shared agendas and works toward mutually beneficial outcomes. Builds teams by identifying shared goals, fostering collaborative behaviour and valuing individual differences and diversity.

Exemplifies personal drive and integrity

Operates as an effective and professional representative of the Department of Veterans' Affairs in public and internal forums. Adopts a principled approach and adheres to the APS Values and Code of Conduct. Provides unbiased and straightforward advice.

Communicates with influence

Possesses exceptional communication skills including liaison, writing and negotiation. Proven ability to communicate messages confidently, listen to responses and respond accordingly.

STATEMENT OF CLAIMS

Candidates apply by submitting a 1000 word statement of claims, also known as a 'one page pitch'.

Candidate's statement of claims outline their skills, knowledge and experience and why they should be considered for the role taking into consideration the duties, mandatory requirements and selection criteria (ILS).

MANDATORY REQUIREMENTS

The ideal candidate will be highly experienced in managing stakeholder relationships and conducting community consultation and co-design; brings skills and experience in the planning, development, implementation and evaluation of programs, projects, practice

change or continuous improvement agendas; possess well-developed writing and oral presentation skills; and experience writing policies and guidelines.

This position also requires eligibility and a willingness to obtain a Working with Children Check or equivalent.

HIGHLY DESIRABLE

- Previous experience in the mental health sector.
- A tertiary qualification or equivalent experience in mental health, peer work or community engagement/development.
- Leadership of a lived experience or peer workforce.
- Experience working in the Australian Public Service.
- Lived experience of military service and/or military family life.

HOW TO APPLY

Open Arms labour hire vacancies are advertised on job advertising websites and through recruitment agencies.

We recruit through several agencies within the location of the advertised role, so you may see our jobs listed on a number of different websites. This allows you to choose the agency you want to register with.

To apply for this role, please choose a recruitment agency advertising this position, and follow their application process.