

Position Description



Position Title:	Senior Project Officer Lived Experience Consumer Agency Development
Service Area:	VMIAC and partners
Reports to:	CEO
Position Type:	3 days per week (0.6 EFT) Short term contract to December 2022 Commencing ASAP
Classification:	Social, Community, Home Care and Disability Services Award 2010, Level 7.1 Salary packaging offered

About VMIAC

VMIAC is the peak Victorian non-government organisation for people with living/lived experience of emotional distress, trauma, mental health challenges and neurodiversity. We work from a rights-based perspective.

Our vision is a world where all mental health consumers stand proud, live a life with choices honoured, rights upheld, and these principles are embedded in all aspects of society.

We undertake individual, group and systemic advocacy and our work includes research and evaluation, education and training, information provision and resource development, as well as limited specialist support programs. We have a strong and continuous focus on engagement with members, and on informing and supporting them in becoming empowered and having their voices heard.

VMIAC is owned, governed, managed, and staffed by people with living/lived experience. We aim to be an organisation in which the diversity of people with living/lived experience can meaningfully and powerfully contribute and to be the employer of choice for the mental health lived experience workforce. We know that by working well together we become a true force for systems change and reshaping consumer experience. We work from a human rights perspective.

www.vmiac.org.au

Introduction

Recommendation 29 of the Royal Commission into Mental Health services in Victoria recommended establishing an agency led by people with living/lived experience (the Agency).

The Mental Health and Wellbeing Division, Department of Health has funded VMIAC and SHARC to conduct the initial two phases of establishing the Agency. The Department of Health is implementing the recommendations of the Royal Commission into Victoria's Mental Health System and AOD integrated framework and is helping set the foundations for transformative change

The Senior Project Officer will be required to work closely and collaboratively with the Project Lead Officer who will be employed by SHARC. The work undertaken will be in alignment with an identified and agreed project plan and will reflect the intent of the Royal Commission into elevating the voice and leadership for living and lived experience.

The Lead Partner in the project is identified as VMIAC, however the partnership is one of equal participation. VMIAC is seeking to recruit a Senior Project Officer who will work with a SHARC Project Lead Officer, a SHARC consultant; and a VMIAC consultant; and other partners identified for the agency formation steering group.

This project is founded on the principles of co-design and evidence base.

Position overview

The role of the Senior Project Officer is to work closely with the SHARC Project Lead Officer to ensure that the project is delivered in consultation with partners and other stakeholders.

Broadly the Senior Project Officer will, in working closely with the SHARC Project Lead Officer:

- Ensure the project plan is developed and finalised with the project team.
- Ensure the establishment of the Agency Formation Group, working closely with the SHARC consultant, and the VMIAC consultant.
- Ensure the co-design process is initiated to consult widely with sectors about the form and role of the Agency, engaging with a diverse profile of consumers and consumer leaders.
- Ensure the recommendations for Phase 2 of the project are developed, including project plan, budget, and staffing.

THIS IS A LIVING/LIVED EXPERIENCE CONSUMER POSITION

Applicants must have living or lived experience of mental health challenges, emotional distress, trauma and/or neurodiversity and of being a consumer of mental health services. Applicants will receive supervision and support but must be work ready and able to fulfil all requirements of the role.

Accountability

The Senior Project Officer reports to the CEO of VMIAC, however a transparent and equal partnership approach is defined in the Memorandum of Understanding between VMIAC and SHARC. The intent is to bring all the wisdom of the group together with equal value as a team, defined by individual roles who work together on shared goals.

Key Responsibilities

The following list describes the core responsibilities of the role but does not exclude the role from other duties that may be necessary to support the project or the governance group. The role will be informed by the principles of co-design across all activities. The key responsibilities of the role, working collaboratively with the Project Lead Officer at SHARC, are:

- Contribute to general oversight of the project
- Contribute to the collaborative process of the partner organisations in the process for determining questions/directions for the literature review
- Ensure project is delivered according to timeline and budgetary requirements
- Regularly liaise with project partners
- Maintain an effective working relationship with partnering agencies and associated staff persons
- Support project partners in their various roles within the project
- Oversee sector consultations, including the development of consultation focus in conjunction with project partners;
- Facilitate cross sector participation in development, validation and endorsement of the recommendations
- Provide regular reports to VMIAC and the governance group
- Support the development of rationale and recommendations with partners for the final report to the Mental Health and Wellbeing Division of the State Department of Health
- Maintain integrity with the VMIAC vision and VMIAC values in all aspects of work.

Key Selection Criteria

- Living/lived experience of mental ill health and recovery or psychological or emotional distress
- Experience in project management
- Understanding of the value and application of living/lived experience
- Understands and supports the principles of the Living and Lived Experience Workforces
- Understands and supports the reform as described in the Royal Commission's report
- Understands co-design principles and their application
- Well-developed communication, networking and community engagement skills
- High level of interpersonal skills
- Well-developed word processing and other computer skills
- Capacity to work independently and take initiative
- Knowledge of Mental Health and Alcohol and other Drugs sectors.

Educational Requirements

Tertiary qualification in Project Management or other relevant field.

Other Requirements

- A current Victorian driver's license; and
- The successful applicant will be required to provide a Police Check and a Working with Children Check.

Support and development

VMIAC will provide regular supervision and mentoring to the person in this role. All VMIAC roles include training and development opportunities, which can include the development of leadership and other required skills and attendance at conferences.

To apply

Please apply directly via EthicalJobs position advertisement. Please ensure you upload the following:

- a) A cover letter of no more than two pages addressing your suitability to the role;
- b) Your CV

Contact details of two referees will be required for short-listed applicants at a subsequent part of the application process.

Please direct any enquiries to Craig Wallace, CEO of VMIAC via email or phone:

Email: craig.wallace@vmiac.org.au **Please use the subject line:** REC 29 APPLICATION

Mobile: 0499 176 939

Applications close: 11:59pm Sunday 27th March 2022

Employee Signature: _____

Date: _____

CEO Signature: _____

Date: _____