

**Position Title:** **Suicide Prevention and Intervention Project Officer – Brimbank/Melton**

**Full Time Equivalent:** 1.0 (38 hours per week)

**Directorate:** Alcohol and Other Drugs and Suicide Prevention

**Reporting Structure:** Reports to: Suicide Prevention and Intervention Coordinator

**No. of current direct reports:** Nil

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## Our Organisation Our Region

### ABOUT PHNs

North Western Melbourne Primary Health Network is one of 31 Primary Health Networks (PHNs) across Australia, established by the Commonwealth Government in 1 July 2015. The North Western Melbourne PHN is operated by Melbourne Primary Care Network (MPCN), an independent, locally governed and run, not-for-profit organisation dedicated to improving primary health care in our local communities.

The North Western Melbourne PHN catchment covers approximately 3,200 km<sup>2</sup> across the north western region of Melbourne and includes, but is not limited to, Bacchus Marsh, Craigieburn, Gisborne, Little River, Maribyrnong, Melbourne, Melton, Preston, Sunbury and Werribee. By population reach, we are Victoria's largest PHN. The catchment crosses 13 Local Government Areas (LGAs). It is a region of significant cultural and socio-economic diversity, and includes some of the fastest growing and most socio-economically deprived areas in Australia. This includes large numbers of people from non-English speaking backgrounds, as well as humanitarian arrivals, with approximately one third of the region's population being born overseas. Homelessness, housing affordability and rental stress are major issues for the region.

The region also has a complex service system, including: 12 large/specialist hospitals; 12 community health services across multiple sites; more than 1700 GPs across 520 practices; over 130 aged care facilities; over 120 mental health and alcohol and drug service providers, and many of Victoria's correctional facilities.

North Western Melbourne PHN is widely recognised as a high performing health care organisation. We are the one of three national lead sites for the Commonwealth's mental health reform program. We are also the lead agency for a number of health system development programs funded through the Victorian state government, and run in conjunction with the other five Victorian PHNs (Western Vic, Murray, Gippsland, Eastern Melbourne, South East Melbourne).

## North Western Melbourne PHN – a commissioning organisation

Commissioning is the planning and purchasing of health services to meet the needs of populations. As a commissioning organisation, North Western Melbourne PHN allocates funds to address community health needs, and works in partnership with a large range of service delivery and community organisations to deliver flexible and tailored solutions to address the health needs of our communities. Commissioning also provides the mechanism for performance evaluation and accountability back to communities and to governments through setting and monitoring the performance of funded health care providers.

Our business and operating model is designed to formalise and strengthen the already well-established and functioning partnerships and alliances across the region. A core remit of the organisation is to improve health outcomes for communities by fostering innovation, leveraging and coordinating existing community and organisational assets, and driving value for money.

We do this by:

- responding to local and national priorities in order to reduce the burden of disease and improve population health outcomes;
- improving quality of care and individual outcomes;
- improving integration and coordination of care across the continuum, and
- creating a sustainable organisation which is well positioned to influence the reform of the health care system and take advantage of new opportunities.



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### About this role

Reporting to the Suicide Prevention and Intervention Coordinator, the *Suicide Prevention and Intervention Project Officer* will develop and implement a local suicide prevention activity plan informed by stakeholders, evidence, needs analysis and systems mapping. The successful candidate will develop meaningful relationships with mental health, alcohol and drug and broader health and community service providers in the North Western Melbourne catchment, and commissioning for the community based suicide prevention initiative.

A focus will be to ensure that the views and experiences of consumers, carers, people with lived experience and the broader community are understood and valued, and are used to drive improvements in the activities delivered by our commissioned services and regional organisations.

Key responsibility domains include:

#### **Suicide Prevention and Intervention**

- Support the scoping of community based suicide prevention activity;
- Contribute to the development a regional mental health and suicide prevention plan;
- Support the NWMPHN's place-based suicide prevention pilots in the context of mental health service system as well as a range of mental health work, including suicide prevention; and
- Support the commissioning of suicide prevention activity that will focus on capacity building and enhancing system effectiveness.

## Commissioning

- Support co-design strategies and services with relevant stakeholders to address priority needs, ensuring a clear link to the evidence base and/or relevant and credible innovation;
- Support effective procurement of services, covering technical capability, reporting procedures and quality mechanisms;
- Support effective monitoring and evaluation strategies that drive efficiency, effectiveness and quality, and that contribute to the evidence base; and
- Contribute to the NWMPHN understanding and experience of commissioning.

## Stakeholder Engagement and Relationships Management

- Undertake meaningful and multifaceted engagement with community stakeholders including consumers, carers, people with lived experience, advocates, providers, policy makers and others; and
- Support NWMPHN staff, and other stakeholders to support commissioned activities in mainstream, Aboriginal and culturally diverse communities.

## Project Management

- Support research and analysis to inform the development of key program initiatives;
- Support capacity building, workforce development, networking and coordination activities in mainstream and Aboriginal organisations; and
- Other duties as required and are consistent with this position.

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## Key selection criteria

### Qualifications:

- Tertiary qualification in mental health or related studies and/or relevant 'on the job' professional skills and expertise.

### Skills, Knowledge and Experience:

- A minimum of 3-5 years relevant experience in public health, mental health or a related discipline
- Strong understanding and experience in one or more of mental health and/or suicide prevention and intervention.
- Strong understanding and experience in one or more of the following: community development, community engagement and/or care coordination.
- Experience in effective stakeholder engagement and relationship development with mental health and community stakeholders including consumers, carers, advocates, providers, policy makers and others.
- Well-developed understanding of drivers of clinical priorities and works effectively with service providers to develop partnerships.
- Demonstrated experience in project management: ability to priorities actions, negotiate successful outcomes, and effect changes in direction.
- Well-developed communication and interpersonal skills, able to work proactively on a diverse range of projects with a diverse range of stakeholders.

## Your personal attributes and behaviours

In this role you are expected to demonstrate the following attributes and behaviours:

- *Progressive leadership:* You are a forward thinking and authentic leader who leads by example and empowers staff to create and drive innovation.
- *Commitment to quality:* You honour our organisational vision and mission and constantly strive for excellence in service delivery and advancement.
- *Ethics:* You demonstrate a core commitment to act with fairness, integrity and transparency in serving the best interests of all stakeholders.

- *Professionalism:* You are a dedicated professional who respects and collaborates with others and is fully accountable for your actions.

## Additional information and requirements

### Current Drivers Licence and Reliable Vehicle

Use of own vehicle may be required. Staff are required to comply with the MPCN Travel Policy which requires comprehensive insurance cover, including for business purposes. Mileage is reimbursed above the current ATO rate to compensate for this.

### National Police Records Check

Employment is subject to a satisfactory national police check. This will be undertaken and paid for by the employee.

### Performance Evaluation

Performance reviews are conducted annually to assess outcomes against agreed performance indicators and to establish new role and professional development objectives.

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## Authorised

This position description is current at the date of approval and may be amended in conjunction with the current incumbent, and based on organisational requirements.

Chief Executive Officer Signed:	Date:
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I agree to undertake the role of the Suicide Prevention and Intervention Project Officer as outlined in this position description.

Name: Signed:	Date:
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We acknowledge the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.

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