



Position Description – Clinical Adviser, Education

Work level:	3
Group/Team:	Education & Families Group, bbNEP
Reporting to:	Manager, Performance and Reporting, Education
Direct reports:	Nil
Employment period:	Fixed-term to 30 June 2019

Vision, Mission and Values

Our vision: All people in Australia achieve their best possible mental health.

Our mission: We promote good mental health. We create change to protect everyone's mental health and improve the lives of individuals, families and communities affected by depression, anxiety and suicide.

All employees are expected to act in accordance with *beyondblue's* values, which are:

Collaboration – we work willingly with others to collaborate and share knowledge, skills and expertise.

Respect – we treat others with respect and dignity, and believe in diversity.

Enthusiasm – we are passionate about enjoying life and work.

Excellence – we strive continually for excellence.

Innovation – we encourage innovative ideas and approaches.

Integrity – we act with honesty, integrity and transparency.

Position Purpose

beyondblue has been selected as the provider of the new Mental Health in Education program which will be launched in mid-2018 to support mentally healthy educational environments across Australia.

The Clinical Adviser, Education is responsible for the development of the clinical practice framework and subsequent policies and procedures, manuals/guidelines in accordance with the *beyondblue* standard policy and protocol.

The Clinical Adviser, Education will provide clinical advice and manage bbNEP clinical risk, ensuring that all content, initiatives and activities are clinically correct and reflects latest evidence.

Accountabilities

Clinical Adviser:

- Lead the development and implementation of the bbNEP Clinical Practice Framework, including the establishment of subsequent policies, procedures, manuals and guidelines in accordance with the *beyondblue* standard policy and protocol.
- Develop bbNEP clinical risk register, implement risk mitigation strategies including policies and protocols, and monitor risks accordingly throughout the development and implementation of bbNEP.

- Provide clinical advice to all areas of bbNEP content development, evaluation, marketing and communications, and implementation.
- Review and update all new and existing clinical content (such as print, web, apps, social media content), ensuring all content is clinically correct and reflects the latest evidence.
- Provide sound advice and support to the Marketing and Communications team in regard to development of website content or related materials
- Support clinical oversight and clinical governance practices including incident management policy and protocols.
- Support the provision of professional development bbNEP Consultants with implementation partners (Early Childhood Australia and headspace).
- Other duties in line with the Education team’s priorities may be assigned from time to time.

Project Management:

- Provide high quality written documents including briefing notes, preparation of contracts and agreements, and project management documentation; and provide input into the development of key reports, including Board reports, *beyondblue* external reporting and ad hoc reports as required.
- Ensure all project management activities are implemented in accordance with *beyondblue* processes and system including *beyondblue*’s Portfolio and Project Management (PPM) system, and are in line with company policy and program governance.

Stakeholder engagement:

- Lead close collaboration with Clinical representatives of implementation partners (ECA and headspace) to lead the development and implementation of the bbNEP Clinical Practice Framework.
- Lead close collaboration with Primary Health Networks (PHN) Clinical networks and service providers.
- Lead close collaboration with the Project Manager, Content Development, Education to ensure alignment between the bbNEP Clinical Practice Framework and the bbNEP Content Development Plan.
- Lead close collaboration with the Manager, Digital Design, Education to ensure alignment between the Clinical Practice Framework and the online platform and associated digital solutions of the bbNEP.
- Lead close collaboration with the Manager, Performance & Reporting, Education to ensure alignment between the bbNEP Clinical Practice Framework and the Evaluation framework of the bbNEP.
- Lead close collaboration with the Manager, Marketing and Communications, Education to ensure alignment between the bbNEP Clinical Practice Framework and the Marketing and Communications Strategy of the bbNEP.

Selection criteria

Education/Qualifications

- Postgraduate qualification in Clinical Psychology or other relevant, allied clinical mental health disciplines.
- A minimum of 5 years relevant experience in clinical service provision.

Knowledge/Skills/Experience

Essential

- **Stakeholder management** – Knowledge of principles and processes for effectively managing stakeholders. This includes stakeholder needs assessment, meeting quality standards for services, and evaluation of stakeholder satisfaction.
- **Project Management** – Knowledge and skills in planning, resource identification and deployment, task and activity monitoring, reporting and overall program delivery against defined objectives, methods and outcomes.
- **Communication Skills** – Must have excellent written and verbal communications skills, presentation skills and be capable of communicating effectively with different audiences.

- **Document Preparation** - Proven ability to prepare a variety of types of documentation including briefing notes, correspondence and reports with a high level of attention to detail and the ability to conceptually analyse information.
- **Reporting** – Knowledge of standards and requirements for various methods of reporting to government, education, community entities and key users.

Desirable

- Experience working in a service delivery/program/project management role in a Mental Health setting and/or Education.

Team Structure and Relationships

Team Structure

- This role reports to the Manager, Performance and Reporting, Education. This position is a key part of a small team and is responsible for the design, development and implementation of the bbNEP Clinical Practice Framework.
- This role will maintain a close link with the *beyondblue* Suicide Prevention and Support Services, to ensure solutions are aligned with *beyondblue* strategies, policies, technical standards and procedures.

Internal

- General Manager, Education and Families
- Head of Education, Start Up
- Head of Strategy, Education
- bbNEP Leadership team and operational staff
- Policy, Research and Evaluation team
- Staff from the Marketing and Communications, ICT teams
- Staff from the Corporate Services team including finance, contracts and procurement

External

- bbNEP implementation partners (Early Childhood Australia and headspace)
- Service providers and PHN clinical networks
- Senior staff from State, Territory and Regional Government Departments of Health and Education
- Creative, production and media agencies
- Subject matter experts, senior leaders and stakeholders in mental health and education

Extent of authority

- Financial delegation – Nil

Prepared by:	Tim Moran	Date:	
Approved by:	Chief Executive Officer	Date:	