Position description – Project Manager, Inclusion and Aboriginal and Torres Strait Islander Communities

<table>
<thead>
<tr>
<th>Work level</th>
<th>3</th>
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<tbody>
<tr>
<td>Group/team</td>
<td>Strategy &amp; Policy Group, Diversity &amp; Inclusion team</td>
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<tr>
<td>Reporting to</td>
<td>Head of Blue Voices, Diversity &amp; Inclusion</td>
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<tr>
<td>Direct reports</td>
<td>Nil</td>
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<tr>
<td>Employment type</td>
<td>Fixed term to 30 June 2022</td>
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**Vision, mission and values**
Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide. All employees are expected to act in accordance with Beyond Blue’s values, which are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity**.

**Position purpose**
Beyond Blue takes a long-term strategic community-change view of its diversity and inclusion work, focused on reducing discriminatory attitudes and behaviours, building inclusive and supportive environments, and collaborating with specialist services and diversity stakeholders to ensure our generalist resources and programs meet the needs of diverse communities.

Reporting to the Head of Blue Voices, Diversity and Inclusion, the purpose of the Project Manager role is to develop and manage a program of diversity and inclusion initiatives and manage external and internal relationships. Predominantly this role focuses on Beyond Blue's projects with Aboriginal and Torres Strait Islander individuals, families, communities and organisations but works in close collaboration with and provides support to the Diversity & Inclusion Team in working with a range of diverse communities, including but not limited to LGBTI communities, older people, and people from culturally diverse backgrounds.

This role is an exciting opportunity within the Diversity & Inclusion team during a period when the team is driving internal and community culture change under the umbrella of our Aboriginal and Torres Strait Islander Strategy 2019-2024 and the development of a new 2020-2022 RAP.

An individual will flourish and excel in this role if they have high level critical and strategic thinking skills, enjoy working flexibly across a variety of key areas, are skilled in providing strategic advice and guidance including in relation to working with Aboriginal and Torres Strait Islander communities, and have training, project, contract and stakeholder management skills.
**Accountabilities**

**Programs – Strategy, Vision and Leadership**
- Contribute to strategic, operational and project planning to ensure the focus of the Diversity & Inclusion program, including Aboriginal and Torres Strait Islander priorities, is aligned with *Beyond Blue* objectives.
- Provide strategic advice and direction on projects and activities to ensure they are ‘culturally fit’ and inclusive of Aboriginal and Torres Strait Islander and other diverse communities’ needs.
- Provide leadership in delivering Aboriginal and Torres Strait Islander projects and activities which support social and emotional wellbeing.

**Operational Responsibilities**
- Oversee and coordinate the delivery of the *Beyond Blue Innovate Reconciliation Action Plan 2020-2022*, to support a whole-of-organisation approach to meeting the needs of Aboriginal and Torres Strait Islander communities.
- Manage engagement with key Aboriginal and Torres Strait Islander stakeholders and consultants to support and foster collaborative relationships and partnerships, and secure advice as required.
- Support teams to identify and connect with Aboriginal and Torres Strait Islander services, experts, and community members to ensure Consumer & Carer, and/or Expert input/consultation occurs to inform Beyond Blue activities.
- Represent *Beyond Blue* on external committees and in key stakeholder meetings, and provide inclusion-focused policy, advocacy and communication advice to the *Beyond Blue* Executive and other staff.
- Provide project support as required to the Head of Diversity and Inclusion including meeting reporting requirements, collating reports, and other duties as required.

Ensure that all work is socially inclusive and acknowledges and is respectful of diversity among and within communities, including Aboriginal and Torres Strait Islander people.

**Selection criteria**

**Education/qualifications**
- Essential
  Tertiary qualification in relevant discipline (such as public health, health promotion, social sciences, research).
  A formal Project Management qualification would be highly regarded.

**Knowledge/skills/experience**
- Essential
  At least five years work experience, including:

  **Project Management** – Knowledge and skills in planning, resource identification and coordination, task and activity monitoring, risk and issues management, reporting and overall delivery against defined objectives, methods and outcomes.

  **Stakeholder Management** — Knowledge of principles and processes for effectively managing stakeholders. This includes internal and external stakeholder needs assessment, meeting quality standards for services, and evaluation of stakeholder satisfaction.

  **Document Preparation** – High level writing skills and 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.
Technical and role specific

• **Cultural knowledge and experience** – Demonstrates knowledge, skills and experience in working effectively with people and organisations in the Aboriginal and Torres Strait Islander services sector and/or promoting social and emotional wellbeing among Aboriginal and Torres Strait Islander people.

Desirable

• **Culture Change** – Expertise in delivering Cultural Safety training.
• **National Focus** – Understanding of working in an organisation focused on delivering nationally-focused initiatives, projects and activities.
• **Health Promotion** – Experience in a Health Promotion role, particularly focused on empowerment of communities.

Only Aboriginal and Torres Strait Islander people are eligible to apply, as this position is exempt under the Special Measures Provision of S12(1) of the Equal Opportunity Act (VIC).

Team structure and relationships

**Team structure**

This position reports to the Head of Blue Voices, Diversity and Inclusion, who in turn reports to the General Manager, Strategy & Policy Group.

Internal

• General Manager, Strategy & Policy Group.
• Blue Voices, Diversity & Inclusion team.
• Marketing and Communications.
• Beyond Blue program teams.
• Beyond Blue Board members, CEO and all staff.

External

• Partners and stakeholders working with the Diversity & Inclusion team, including senior Aboriginal and Torres Strait Islander leaders
• Government funders, project partners, sector stakeholders, contractors/consultants, people with experience of depression and/or anxiety, contractors/consultants.
• Members of the general public, including Aboriginal and Torres Strait Islander communities.

**Extent of authority**

As per the Delegations of Authority Policy

**Health, Safety and Wellbeing**

Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.