

POSITION DESCRIPTION

PEER WORKFORCE DEVELOPMENT MANAGER

Employment framework: Social and Community Services (Western Australia) Interim Award 2011. CSW Level 7.1

About the role

The Peer Workforce Development Manager, reporting to the Deputy CEO, develops, implements, manages and monitors engagement and advocacy initiatives to support, increase and build the Peer Workforce in WA. This position works collaboratively across the organisation, and closely with other key stakeholders and sector colleagues.

In this busy environment, you will be supported by an organisation made up of various subject-matter experts, including systemic advocacy, system navigation, independent advocacy and sector representation and leadership. Your work will be informed by on-going Consumer and sector engagement, focus groups and needs analysis.

Mental health is a fast-moving sector, and this role will come with great variety and may see you lend a helping hand on projects and events throughout the year in addition to regular duties.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, respect, integrity, social justice, connection and courage.
- **Consumer focus:** The ability to be consumer-focussed from a peer perspective.
- **Flexibility:** The capacity to work and act flexibly in order to meet peer and organisational goals.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including consumers, stakeholders, staff and executive.
- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.
- **Organised and Structured:** Demonstrated ability of solid time-management, organisation and prioritisation skills.
- **Leadership and initiative:** A demonstrated ability to proactively manage a team and to exercise sound judgement in seeking feedback and direction.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. PEER WORKFORCE

- Manage the operations of the WA Peer Supporters Network (WAPSN) and associated Communities of Practice to support the sector, including organising the annual WAPSN Conference.
- Provide advice, support and resources to employers in relation to Peer Workforce readiness and in creating new roles within their organisation.
- Ensure delivery of outputs and outcomes as per the annual plan within agreed timeframes and to required standards.
- Build and maintain relationships with key stakeholders to support core business and other project goals and outcomes.

B. QUALITY IMPROVEMENT

- Participate in ongoing evaluation and quality improvement activities in CoMHWa.
- Participate in professional and performance development programs as required.

C. GENERAL

- Manage, support and develop a high performing peer workforce team.
- Identify and manage risks to business operations and objectives.
- Represent CoMHWa on various committees, working parties and reference groups as required.
- Identify and progress opportunities to maximise longer-term sustainability, outcomes and impact of CoMHWa activities.
- Collect quantitative and qualitative data as required by the CEO or their delegate.
- Prepare and deliver written and verbal presentations as required by the CEO or their delegate.
- Conduct all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by CoMHWa from time to time.
- Perform other duties as required by the CEO or their delegate.

D. REPORTING REQUIREMENTS

This role reports to: Deputy CEO

SELECTION CRITERIA

QUALIFICATIONS

Tertiary or vocational qualifications in social sciences, humanities, community development or related field, and/or relevant professional experience.

ESSENTIAL MINIMUM REQUIREMENTS

- It is a genuine occupational qualification of this position to have a lived experience of mental health/social and emotional wellbeing issues and recovery in accordance with section 66(s)(c) of the Equal Opportunity Act 1984.
 - **Note:** CoMHWA uses a trauma-informed recruitment approach. You will not be asked to disclose personal details of your experiences. A simple self-declaration will be used to confirm eligibility, with optional opportunities to reflect on how lived experience informs leadership practice.
- Excellent interpersonal, written and verbal communication skills with a strong team orientation and consumer focus.
- High level understanding of the Peer Workforce and the mental health sector in WA.
- Demonstrated management skills relevant to project planning, implementation and evaluation.
- Demonstrated capacity to work as part of a team on the basis of an ethos of collaboration, kindness, co-operation, respect and mutual support.
- Ability to work autonomously, use initiative and provide leadership of a team to meet required outcomes.
- Demonstrated analytical and problem solving skills in order to develop strategies, ideas and opportunities for resolving issues.

DESIRABLE

- Experience in working with people with lived experience of mental health issues.
- Experience in working with people across a diversity of backgrounds.

CoMHWA welcomes applications from people across a diversity of backgrounds (e.g. of culture, ability, gender/sexuality, age) and from people with additional life experiences relevant to mental health (e.g. experiences of homelessness or overcoming substance use challenges).

APPOINTMENT FACTORS / PREREQUISITES:

- Current Western Australian Drivers Licence;
- National Police Certificate (**note:** CoMHWA understands that some people with lived experience may have had distressing engagements with police and justice systems in their past, and we do not consider that this should be an automatic reason to exclude people from work. Depending on the record, there may be a follow up discussion between yourself and a CoMHWA staff member. CoMHWA will keep details of the record confidential);
- Working with Children Check;
- Certification of tertiary qualifications.

POSITION TYPE / REMUNERATION

POSITION TYPE AND TERM

Position term: Fixed term position to June 30th 2027

A full-time equivalent position (1.0 FTE) at CoMHWa is seventy-five (75) hours per fortnight.

FTE for this position:	1 FTE
Hours per fortnight:	75

REMUNERATION

Salary: Level 7.1 SACS award
Superannuation As per legislative requirements

- * Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWa is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.