

Position description		
Position title	Program Officer - Mental Health and Suicide Prevention	
Business unit	Health System Integration	
Employment	Full time fixed term until 30 June 2026	EA 2024-2027: Level 4
Accountability	Mental Health and Suicide Prevention Manager	
About Capital Health Network		
<p>Capital Health Network’s (CHN) purpose is to work in partnership to integrate health care, strengthen health equity and improve health outcomes. As the ACT’s Primary Health Network, we address community needs by collaborating with consumers, members, funders, researchers and health and community partners to improve health outcomes. We design services to fill gaps, support general practice, and drive system integration to deliver lasting improvements in the ACT community and health system.</p>		
Capital Health Network Values and Competency Framework		
<p>Respect: we engage respectfully, listen and respond</p> <p>Inclusion: we embrace diversity of thought and bring together a range of voices to inform our work</p> <p>Collaboration: we build and invest in strong enduring relationships, focused on shared goals</p> <p>Accountability: we act with integrity, are transparent, encourage feedback, and report back to our community</p> <p>Adaptability: we are adaptive and flexible in the way we respond to the community health needs. We empower our staff, service providers and partners to innovate and adapt to deliver outcomes</p> <p>To articulate organisational expectations in relation to the values and the competencies expected of all employees a Competency Framework has been developed. The framework identifies and describes seven basic competencies that all employees need to have to function effectively in their role at CHN.</p> <p>To download a copy of the Competency Framework, follow the link: https://www.chnact.org.au/careers/capital-health-network-positions-vacant/</p>		
Responsibilities		
Primary purpose of position	<p>The Program Officer - Mental Health and Suicide Prevention will play a key role in building and maintaining strategic relationships and proactively coordinating a range of activities across CHN’s Mental Health and Suicide Prevention programs.</p> <p>As a member of the Mental Health and Suicide Prevention Team, this position will support and coordinate the implementation of activities and projects focused on joint regional mental health and suicide prevention planning and integration. This includes supporting the development and commissioning of primary mental health and suicide prevention services, participating in systemic reform projects to increase the efficiency, effectiveness, integration, and accessibility of services, supporting collaborative, region-specific, and multi-sector approaches to mental health and suicide prevention, and implementing a Regional Mental Health and Suicide Prevention Plan to support the integrated planning and delivery of mental health and suicide prevention activities across the ACT community.</p> <p>This position will manage key stakeholder relationships across the Mental Health and Suicide Prevention business unit, employ high level organisation skills to facilitate projects, meetings, and tasks, and collaborate with internal and external stakeholders to deliver a mental health and suicide prevention system that is comprehensive, coordinated, consumer-focused and compassionate.</p>	

Duties	<ol style="list-style-type: none"> 1. Establish and maintain stakeholder relationships through a range of methods, including managing effective communication and collaboration, designing and delivering consultations, and facilitating other engagement activities. 2. Produce and contribute to reports, project artifacts, presentations, meeting documentation, and other materials for planning, design, and implementation of mental health and suicide prevention activities. 3. Coordinate and contribute to meetings, consultations, communication, and events across the Mental Health and Suicide Prevention business unit, including the provision of administrative support across a range of activities. 4. Communicate and collaborate with a diverse network of stakeholders across multiple sectors, in order to facilitate a coordinated and systems-based approach to issues related to mental health and suicide prevention. 5. Deliver on defined outcomes under broad supervision and apply creative and innovative ways of using knowledge and systems to deliver projects and activities. 6. In collaboration with the Mental Health and Suicide Prevention Team, support policy scoping, research, and planning for evidence-informed initiatives. 7. Work proactively and collaboratively with other CHN business units, including contribution to cross functional projects. 8. Represent CHN in relevant mental health and suicide prevention meetings, networks, and steering groups at a local and national level. 9. Other duties as directed, consistent with the position classification.
Competencies	
Role Competencies	<p>Qualifications: Tertiary qualifications and/or demonstrated experience in a relevant field (such as health, mental health, public health, project design/management, human services or another related discipline).</p> <p>Technical/specialist skills:</p> <ol style="list-style-type: none"> 1. Strong written and verbal communication skills, including the ability to interpret and respond to stakeholder requirements. 2. Strong interpersonal skills and the ability to build and maintain positive relationships with internal and external stakeholders. 3. Strong organisational skills, including the ability to coordinate meetings and stakeholder engagements, manage multiple tasks, and prioritise effectively. 4. Project management skills, including planning, task and activity monitoring, development, implementation, evaluation, and reporting against outcomes. 5. Research skills, including the ability to conduct literature reviews, engage community consultations, gather information, and synthesise data to support the development of evidence-informed models. <p>Experience and knowledge:</p> <ol style="list-style-type: none"> 1. Demonstrated understanding of issues impacting mental health, suicide prevention, and primary care in the ACT, and an understanding of the broader health landscape. 2. Experience with project management, planning, administration and implementation. 3. Demonstrated ability to be collaborative, work with autonomy and as part of a team, and use critical thinking and problem-solving skills to achieve program outcomes. 4. Ability to manage multiple priorities in a pressured and time-limited environment while maintaining a high level of attention to detail.
CHN Competencies	<p><i>Strategic thinking:</i> We use our foresight and environmental awareness to add value.</p> <p><i>Resourcefulness:</i> We generate evidence-based solutions.</p> <p><i>Relationship Management:</i> We invest in strengthening internal and external relationships.</p> <p><i>Data Literacy:</i> We navigate data systems and protect data assets.</p> <p><i>Cultural competence:</i> We understand, appreciate, and cooperate with all cultures and beliefs.</p> <p><i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown.</p> <p><i>Leading:</i> We each play a leadership role.</p>