

Position title	Mental Health Integrated Care, Project Officer
Business unit	Health System Improvement
Classification	Level 4
Employment	Fixed term until 30 June 2028
Accountability	Mental Health Integrated Care Manager
About Capital Health Network As the ACT's Primary Health Network (PHN), Capital Health Network (CHN) aims to integrate health care in the ACT region, promote health equity and improve health outcomes. We address community needs by collaborating with consumers, funding organisations, health professionals, community partners and other key stakeholders to improve health outcomes. We are unique in our ability to support general practice and more broadly, to design services that fill gaps and deliver lasting improvements to the value and quality of ACT health services. Capital Health Network values and Competency Framework Respect: We engage respectfully, listen and respond Inclusion: We embrace diversity of thought and bring together a range of voices to inform our work Collaboration: We build and invest in strong and enduring relationships, focused on shared goals. Accountability: We act with integrity, are transparent, encourage feedback, and report back to our community Adaptability: We are adaptive and flexible in the way we respond to community health needs. We empower our staff, service providers, and partners to innovate and adapt to deliver outcomes. All employees are required to meet CHN's seven competencies at a level appropriate to their role. 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.	
Responsibilities	
Primary purpose of position	The Project Officer will play a key role in supporting the Mental Health Integrated Care Manager in planning, integration, and delivering key business objectives of the Mental Health and Suicide Prevention portfolio. The Project Officer will coordinate projects focused on strategic system integration, implementation and monitoring across the mental health, suicide prevention and AOD portfolio. The Project Officer will undertake strategic integrated planning, data analytics and research to understand high-level trends and opportunities for improvement, across key focus areas, supporting multi-sector approaches to mental health and suicide prevention in the ACT.
Duties	1. Communicate and collaborate with a diverse network of stakeholders across multiple sectors including primary care, in order to facilitate a coordinated and systems-based approach to issues related to mental health, suicide prevention, alcohol and other drugs. 2. Coordinate multi-stakeholder meetings/forums for local mental health and suicide prevention partnership groups and other relevant local networks and steering groups. 3. Undertake literature reviews and research and use data to understand trends and issues relating to mental health, suicide prevention and AOD. 4. Utilise data and evidence-based approaches to support informed decision-making and monitor performance indicators to inform continuous improvement and report on outcomes. 5. Deliver projects, under broad supervision, in line with funding requirements, stakeholder expectations and organisational outcomes to improve health outcomes and system integration relating to mental health, suicide prevention, and alcohol and other drugs.

	6. Contribute to and produce reports for internal and external stakeholders related to deliverables, milestones and key performance indicators 7. Work proactively and collaboratively with other CHN business units, including contributions 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. Undertake project administration activities, including reporting, record keeping and coordination to support effective delivery of projects across the Health System Improvement Business Unit. 10. Other duties as directed, consistent with the position classification.
Competencies	
Role Competencies	Qualifications: Minimum Completion of Certificate IV qualifications with at least 4 years work related experience in a relevant field such as health, public health, mental health, project design/management, social science or another related discipline, or an equivalent combination of extensive experience and training in the area of expertise.
	Technical/specialist skills: 1. Project management skills, including planning, task and activity monitoring, development, implementation, evaluation and reporting against outcomes successfully and within agreed budget, scope and timeframes. 2. Ability to build and maintain positive relationships with internal and external stakeholders and work collaboratively across sectors, bringing together diverse perspectives to achieve common goals and organisational priorities. Proven research skills, including the ability to conduct literature reviews, engage community consultations, gather information and synthesise data to inform the development of evidence-based models of care. 3. Analytical skills and the ability to think critically and solve problems. 4. Demonstrated ability to contribute effectively as a member of a team, fostering collaboration, sharing knowledge and working cooperatively to achieve common goals. 5. Proven ability to multitask, operate autonomously under broad direction and work effectively in a dynamic environment, managing competing priorities and delivering quality outcomes within established timeframes. Desirable experience and knowledge: 1. Demonstrated understanding of regional planning, mental health, suicide prevention and AOD sector within the ACT. 2. Demonstrated understanding of the issues impacting on mental health and primary care in the ACT and broader health landscape. 3. Familiarity with Government-funded health projects and reporting requirements and experience planning, implementing and managing projects
CHN Competencies	<i>Strategic thinking:</i> We use our foresight and environmental awareness to add value.
	<i>Resourcefulness:</i> We generate evidence-based solutions.
	<i>Relationship Management:</i> We invest in strengthening internal and external relationships.
	<i>Data Literacy:</i> We navigate data systems and protect data assets.
	<i>Cultural competence:</i> We understand, appreciate and cooperate with all cultures and beliefs.
	<i>Embracing ambiguity:</i> We rise to the challenge of uncertainty and the unknown.
	<i>Leading:</i> We each play a leadership role.