



Research, Project & Learner Support Officer – NDIS Workforce Development Project (Psychosocial Capabilities)

(2 year Fixed-term - Part-time contract – 22.5 hours per week)

[Mental Health Victoria](#) is seeking a part-time **Research, Project and Learner Support Officer** to form part of a new Workforce Development project team, undertaking the *MHV NDIS Workforce Development Project (Psychosocial Capabilities)*. This role will provide a range of administrative, research, and communications functions to the Project, and play a key role in liaising, communication and support of the range of stakeholders involved in the Project.

About Mental Health Victoria

Mental Health Victoria is the peak body in Victoria for mental health service providers. MHV is a not-for-profit, independent, organisation providing thought leadership and informed policy perspectives on mental health reform to ensure that people living with mental illness can access the treatment and support they need. Our membership is drawn from organisations that work within or intersect with the mental health system.

Mental Health Victoria specialises in public policy, workforce development and training, and services that build individual, organisational and community capacity.

About the Project

The *MHV NDIS Workforce Development Project (Psychosocial Capabilities)* aims to increase the capacity and capability of the NDIS provider market to deliver effective Recovery-Oriented NDIS Supports to participants with psychosocial disability. This will be achieved through the creation and delivery of a suite of learning and development programs specifically for Support Workers and Support Coordinators (and their supervisors) delivering NDIS Supports to participants with psychosocial disability.

Key Responsibilities Include:

- Undertake research and data gathering of existing and relevant learning and development options.
- Design, and administer surveys for data gathering and analysis
- Plan, organise, and co-facilitate a range of consultative workshops with key stakeholders
- Create systems/ processes for the recording and managing of all data, and for analysing into key themes and useable formats.

- Establish respectful and collaborative relationships with key stakeholders
- Develop and implement communication strategies for different phases of the Project, for engaging, informing, supporting, and consulting with stakeholders
- Provide administrative support to the Project Working Group, including minute taking and setting up meetings
- Coordinate the registration process and ongoing administration for learning programs
- Provide general administrative support to the project team as required

Selection criteria

Essential

- Skills in facilitating consultation processes, and recording and analysing stakeholders' feedback
- Skills in researching and data gathering (desk-top audits, Survey Monkey), recording and analysing information
- Strong interpersonal, communication and network development skills
- Well-developed written communication skills; in particular creating promotional materials, and report writing
- Strong organisational and administrative skills
- Understanding of and commitment to working collaboratively with diverse stakeholders
Experience working both independently as well as part of a team
- Relevant tertiary qualifications / Experience working in the non-government organisations sector
- Well-developed skills in using technology, and proficiency in using Microsoft Office, PowerPoint, and Outlook

Desirable

- Knowledge of mental health, mental health recovery, and psychosocial disability
- Knowledge of the National Disability Insurance Scheme (NDIS)
- A current Victorian Driver's License.

Conditions

- Fixed Term – Part-time Contract – immediate commencement for 2 year period
- 3 days / Total 22.5 hours per week – with scope to negotiate days/distribution. Some flexibility in days may be required at times.
- Employment Agreement 2015-2018 – Level 4 - \$66,795.04 - \$72,665.32 per annum (38 Hours per week, pro rata 22.5 hours per week) plus 9.5% Superannuation
- The position is based in Elsternwick Victoria, at Mental Health Victoria's offices
- The position may require occasional travel (and overnight stays) in regional Victoria.

How to apply

Please ensure you download the full **Position Description** back on the Employment page of the Mental Health Victoria Website.

All applications need to include:

- Resume
- Your response to the Key Selection Criteria

Applications close at 11:59pm Tuesday 14th May. Email applications to mhvic@mhvic.org.au

Interviews will be held at Mental Health Victoria offices on Monday 20th May. At the interview, interviewees will be asked to provide details of two referees, one on whom has been your work supervisor.

The successful applicant will also need to provide a Current Working with Children Report and National Criminal Records Check, along with a completed consent form re Social Media Screening prior to commencement.

To discuss this position in more detail, contact Rita Sidlauskas on 9519 7000, or email mhvic@mhvic.org.au