

Position Details:

Position Title:	Operations Manager
Employment Type:	Full Time for 12 months
Hours of Work:	1 FTE
SCHADS Award Classification:	Level 6

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body for community managed mental health services in Tasmania. We represent and promote the interests of our members and work closely with Tasmanian Government agencies and Primary Health Tasmania to ensure sectoral input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

Our purpose: Improving mental health for all Tasmanians

Vision: All Tasmanians have awareness of and value their mental health and wellbeing

Values: Compassionate and respectful, collaborative and supportive, responsive and adaptive, leading and engaging

Position Summary:

The Operations Manager is responsible for the planning, development and coordination of MHCT projects. The role will oversee the day to day workflow of project staff and will be responsible for ensuring all project milestones are met in line with reporting requirements. The Operations Manager will represent the MHCT on relevant committees and networks which inform and relate to MHCT projects and will deputise as required in the absence of the CEO.

Relationships:

Reports to:	CEO, Mental Health Council of Tasmania
Direct reports:	Project Officers and Support Officers

Duties and Responsibilities:

- Oversee the coordination, delivery and reporting of MHCT projects and events in line with funding agreements and the MHCT Strategic Plan
 - Identify and respond to strategic opportunities in collaboration with the CEO, and support the planning and implementation of projects, events, and initiatives
 - Develop an organisational workplan; coordinate and oversee its implementation
 - Supervise project staff to achieve project objectives and contractual reporting requirements
 - Identify, evaluate, and coordinate policy development and research in collaboration with MHCT team members and oversee the progress of submissions and position papers
 - Support the creation of project budgets in consultation with the Corporate Services Manager
 - Represent the MHCT on relevant committees, advisory groups and at network meetings
 - Ensure the CEO is regularly and appropriately updated on operational responsibilities
 - Deputise in the absence of the CEO and undertake limited duties in accordance with MHCT Delegation of Authority
 - Work collaboratively with the CEO, management team and MHCT staff
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Required Skills and Personal Attributes:

The position requires a self-motivated professional with a high level of initiative, research and analytical skills, good organisational skills and demonstrated experience in managing several direct reports within a high performing small team environment. The ability to provide leadership in the development and implementation of projects, together with a good understanding of the Tasmanian community managed mental health sector is essential.

Key Performance Indicators:

- MHCT projects are well coordinated and activities are monitored to ensure successful delivery of project objectives, milestones, and contractual reporting requirements
- Strategic opportunities are identified, coordinated and implemented within the required timeframes
- The organisational workplan is developed in consultation with all staff, implemented and regularly reviewed
- Project staff are supported to ensure they meet project goals and deliverables
- Policy development opportunities are identified, evaluated, and coordinated in line with the MHCT Strategic Plan and in collaboration with MHCT staff
- Project budgets are developed, maintained, and reviewed in line with reporting requirements
- Relevant committee and sector network meetings are attended as required
- Regular updates are provided to the CEO on relevant sector news and outcomes from committee and network meetings
- Delegated duties are undertaken in accordance with the MHCT Delegation of Authority

Selection Criteria:

Essential criteria:

- Demonstrated high level experience in project design, implementation and management.
- Demonstrated experience managing staff and supporting a small team
- Knowledge of key policy areas and issues in relation to mental health at a State and National level
- Demonstrated ability to critically appraise State and National policy as it relates to mental health
- Experience in representation on committees or networks
- Experience working within the Community Services sector
- A good understanding of the Tasmanian mental health system
- Strong organisational and administrative skills with intermediate computer literacy
- Demonstrated experience in building and maintaining positive working relationships
- Current drivers licence

Desirable criteria:

- Qualification in Project Management