

Position Description

Position Title:	Project Support Officer
Employment Type:	Full-time to 30 June 2025
Hours of Work:	1 FTE

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body representing the mental health and wellbeing needs of all Tasmanians, and the community organisations that work with and support them. We work closely with the government to amplify the voices of our members and Tasmanian communities, to provide input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

Our purpose:	Strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians.
Vision:	Every Tasmanian has access to the resources and support needed for good mental health and wellbeing
Values:	Compassionate and respectful, collaborative, and supportive, responsive, and adaptive, leading, and engaging

Position Summary:

The Project Support Officer is responsible for providing administrative support across MHCT projects and campaigns together with the development and analysis of surveys and the preparation of reports and presentations. The Project Support Officer will assist in the coordination and delivery of member and stakeholder meetings and consultations and undertake other duties relevant to the role.

Relationships:

Reports to:	General Manager
Direct reports:	No direct reports



Duties and Responsibilities:

- Provide administrative support across MHCT projects as required.
 - Respond to telephone and email enquiries as directed.
 - Develop and analyse surveys.
 - Support project staff in the preparation of reports and presentations.
 - Assist with the coordination and delivery of member and stakeholder meetings and consultations.
 - Other duties as required and relevant to the role.
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Required Skills and Personal Attributes:

This position would suit a passionate professional who is looking for an entry level position as a stepping stone to project management. Intermediate Microsoft Office skills, excellent organisation and time management skills are essential, together with a friendly can-do attitude.

Key Performance Indicators:

- Tasks which support MHCT projects are completed as instructed and within the required timeframes.
 - Telephone and email enquiries are responded to in a friendly and professional manner.
 - Surveys are developed in consultation with project staff with results analysed and summarised.
 - Reports and presentations are prepared as instructed and within MHCT guidelines.
 - Meetings and consultations are well organised and supported.
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Selection Criteria:

Essential criteria:

- A minimum of 12 months office administration experience.
- Strong organisational and time management skills.
- Strong computer skills using Microsoft 365 products.
- Experience working within the Community Services or Health sector
- A willingness to learn and support team goals.

July 2024