

## Position Description

<b>Position Title:</b>	Training and Development Project Officer
<b>Employment Type:</b>	Full-time to 30 June 2025
<b>Hours of Work:</b>	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.

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

### Position Summary:

The Training and Development Project Officer is responsible for the development and delivery of statewide lived experience training, and supporting new training and business development opportunities as they relate to the mental health, alcohol, tobacco, and other drugs sector. The Training and Development Project Officer will work with the LEx team to promote training and will work with stakeholders and other training providers to support pathways to further training.

### Relationships:

<b>Reports to:</b>	Lived Experience Workforce and Training Manager
<b>Direct reports:</b>	No direct reports
<b>Works closely with:</b>	MHCT Training and Development Project Officers LEx Training Hub team



## Duties and Responsibilities:

- Respond to enquiries related to training and the LEx Training Hub
- Facilitate the Course Advisory Group (CAG) meetings in collaboration with the LEx team
- Support new training and business development opportunities as they relate to the mental health, alcohol, tobacco, and other drugs sector.
- Develop training, which is evidence based, codesigned and in line with the MHCT Strategic Plan and the LEx Project Plan.
- Support and implement policies and procedures which relate to training participation.
- Work with the LEx team to promote training courses and the principles of recovery orientated practice and self-advocacy.
- Coordinate and deliver a statewide training program in line with the LEx Project Plan
- Present training in an engaging, respectful and inclusive way, including online and in person facilitation.
- Train and support co-facilitators to present training in line with the LEx Project Plan.
- Work with stakeholders and other training providers to promote pathways to further training.
- In consultation with the LEx team, develop and implement an engagement strategy to support participants and graduates.
- Monitor and review training content, delivery, and participant feedback to ensure continuous quality improvement.

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## Required Skills and Personal Attributes:

This position would suit an outgoing, friendly professional who has a qualification and demonstrated experience in the development and facilitation of training together with an understanding of the needs of a lived experience workforce. Intermediate Microsoft Office skills, excellent organisation and time management skills are essential, together with the ability to work independently and as part of a small team.

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## Key Performance Indicators:

- Enquiries related to training and the LEx Training Hub are responded to professionally and within the required timeframes.
- The Course Advisory Group (CAG) meetings are well planned in collaboration with the LEx team and professionally facilitated.
- New training and business development opportunities are supported to achieve project goals.
- The development of training is evidence based, codesigned and in line with the MHCT Strategic Plan and the LEx Project Plan.
- Training participation policies and procedures are supported and implemented to improve training outcomes.
- Training courses and the principles of recovery orientated practice and self-advocacy are promoted in collaboration with the LEx team.
- A statewide training program is well coordinated and professionally facilitated.
- Online and in person training is engaging, respectful and inclusive.
- Co-facilitators are fully trained and supported to present training in line with the LEx Project Plan.
- Pathways to further training are well promoted in collaboration with stakeholders and other training providers.
- An engagement strategy which supports participants and graduates is developed and implemented in consultation with the LEx team.
- Training content, delivery, and participant feedback are regularly monitored and reviewed to ensure continuous quality improvement.

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## Selection Criteria:

### Essential criteria:

- Qualification and demonstrated experience in the development and delivery of training
- Demonstrated experience in engaging and working with peers, people with lived experience and representative bodies.
- A thorough understanding of the concept and practice of codesign principles
- A good understanding of the Tasmanian Mental Health sector
- Excellent communication skills to communicate and engage with consumers, carers and staff at all levels within the mental health sector.
- Experience in building and maintaining stakeholder relationships and partnerships.
- Demonstrated experience in stakeholder consultations and consolidating feedback.
- Excellent written and oral communication skills

July 2024