POSITION DESCRIPTION

Position Title: Mental Health Strategy Coordinator (Staff)
Organisation Unit: Human Resources Services
Position Number: NEW
Type of Employment: Fixed Term (12 Months)
Classification: HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive and effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:

- Client Services
- Organisational Leadership and Development
- Workplace Diversity and Inclusion
- Workplace Relations

Human Resources at UQ operates within a devolved environment with Human Resources staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions, supported by HR specialist service teams.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Mental Health Strategy Coordinator (Staff) is a specialist position within Human Resources Services, placed within the Workplace Relations Team. The UQ Mental Health Strategy (2018-2020), sets out our university-wide approach to mental health. It ensures that mental health is included as a key priority in decision making at UQ. The strategy was developed in consultation with UQ staff and students and draws upon international best-practice. It outlines a stepped-care model to change culture, build on the strengths of our community and tailor support to individual requirements.

The Mental Health Strategy (2018-2020) focuses on raising awareness, building capacity and promoting mental health for the UQ community. The Mental Health Strategy Coordinator (Staff) is responsible for the implementation of the strategy for staff initiatives.
This position is a diverse role, responsible for reviewing UQ policies to identify required changes to acknowledge the impact of mental health; undertaking benchmarking and evaluation of the mental health strategic plan for staff; review and improve visibility of available mental health resources for staff; facilitate mental health training to the UQ community, contribute to managing change processes, and design and implement mental health support frameworks and incident response protocols within UQ for staff. The position also has a promotional function, actively engaging in collaboration with key UQ stakeholders in promoting initiatives such as Mental Health week and RU OK Day.

Duties

Duties and responsibilities include, but are not limited to:

- Lead the coordination, development, delivery and evaluation of Mental Health Strategy initiatives for staff, including initial benchmarking through an all staff survey.
- Develop partnerships informal and formal to deliver the Mental Health Strategy (Staff initiatives) through the delivery of the Action / Implementation Plans.
- Act as primary point of contact for internal and external stakeholders wishing to engage or develop initiatives relating to the Mental Health Strategy for staff.
- Work as necessary with the Project Coordinator, Student Services and HSW (Wellness) Advisor to identify or implement processes and initiatives that can be transformed to enhance the Staff experience in relation to mental health.
- Implement projects aligned with the Mental Health Strategy as directed by the Project Board or Human Resources leadership.
- Improve staff awareness on how to identify staff with early signs of mental health.
- Deliver presentations and activities relating to awareness raising across UQ to staff groups.
- Draft regular program reports to key stakeholders and the Project Board.
- Design an online professional development or induction module on the topic of mental health.
- Contribute to the implementation of effective change processes within UQ, ensuring staff are supported through organisational change.
- Collate and improve visibility of mental health initiatives and resources for staff via the UQ Mental Health Website.
- Contribute to the management, recruitment and selection of volunteer mental health champions.
- Facilitation and delivery of mental health training, including Mental Health First Aid.
- Formulate and write relevant University policies, guidelines and procedures in the area of mental health and rehabilitation, as well as incident management protocols.
- Represent Human Resources on the Mental Health Strategy Service Delivery Group, as well as on committees, sub-committees and working parties.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Associate Director, Human Resources (Workplace Relations).

SELECTION CRITERIA

Essential

• Degree in Psychology sufficient for full registration as a Psychologist with AHPRA and the Australian Psychological Society,
• Excellent problem-solving and analytical skills and an ability to be adaptive and innovative in developing and pursuing solutions.
• Demonstrated project experience on medium to large projects including the ability to implement appropriate benchmarking and evaluation of strategic plans.
• Demonstrated ability to regularly communicate with stakeholders including project team members and monitor project progress maintaining within budget and required standards.
• Ability to prepare and present policies and reports of a substantial nature, and to design and present psycho-education training
• The ability to analyse data, develop reports, draft documents and integrate information from a variety of sources accurately and timely.
• Demonstrated excellent interpersonal and communication skills, including an ability to negotiate, provide advice to and liaise with a wide range of clients and stakeholders including academic and professional staff and other contacts, displaying cultural sensitivity.
• Ability to work independently with excellent time management skills.
• Accreditation as a Mental Health First Aid Standard Course Instructor or willingness to undertake the Instructor course at University expense

Desirable

• Demonstrated ability to design survey items and analysis data for mental health benchmarking and evaluation
• Sound knowledge of mental health in the workplace, organisational change processes and rehabilitation processes for non-work related health conditions
• Sound knowledge of (or the ability to rapidly acquire) the University’s policies, procedures and documentation related to mental health and workplace rehabilitation matters
The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au