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| **Position Description** |

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| **Project Officer: Lived and Living Experience Workforce Development** |
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| **Position No:** | NEW |
| **Business Unit:** | Provost |
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| **Division:** | Psychology & Public Health |
| **Department:****Classification Level:** | Bouverie CentreHEO6 |
| **Employment Type:** | Part Time / Fixed Term  |
| **Campus Location:** | Brunswick, Melbourne VIC |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

The Bouverie Centre – https://www.latrobe.edu.au/research/centres/health/bouverie

**Position Context/Purpose**

# The Bouverie Centre

## *Healthy relationships in families, organisations and communities*

The Bouverie Centre (Bouverie) is a values-based Practice-Research Centre of La Trobe University, within the School of Psychology and Public Health. Bouverie is also funded by the Department of Health (DH) as a clinical demonstration centre, providing therapy services to families where a member suffers a mental illness or alcohol and drug, and statewide training to the mental health workforce.  As an integrated Practice- Research Centre, our research aims to understand how relationships and circumstances affect abilities to develop well, to care for ourselves and others, and to manage challenging times, at all stages in life, in all cultures, for all people. We work closely together with stakeholders to create meaningful research findings that support the well-being of individuals and families, and serve multiple practice, policy, public health, and research purposes.

**Position Context / Purpose**

The Project Officer role will support the 2022-24 Lived and Living Experience Workforce (LLEW) Development Program. Funded by the Victorian Department of Health, the LLEW Development Program comprises a series of projects that realise authorised, supported and sustainable LLEWs in public mental health and AOD services.

The Project Officer role will support projects awarded to The Bouverie Centre as part of the program. The Project Officer will be employed at HEO6 part-time (.4) for 2 years, and will report to Dr. Peter McKenzie, Research Fellow, as well as support the work of an additional Research Officer (to be appointed). A key component of this role will be coordinating with the Department of Health and other services contributing to the LLEW Development Program.

The program is informed/seeks to build on the many decades of activism and advocacy by the mental health consumer workforce, AOD consumer workforce, mental health family/carer workforce, and AOD family/carer workforce, people with lived and living experience of trauma, mental health challenges, suicide, substance use or addiction, and their families, carers, and supporters, advocates, and allies. The program also recognises the different needs and perspectives within individual LLEW disciplines as well as between them. The implication of this is that while some agendas are shared/common among LLEWs, this diversity needs to be acknowledged and supported through the program. Bouverie’s projects under the program will contribute and advocate for the carer lived and living experience perspective and will be guided by principles that champion inclusion and collaboration.

**Duties at this level will include:**

* Work at this level may require the ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
* Applies appropriate expertise and uses judgement to make decisions where solutions are not obvious, to deliver professional services to meet program requirements.
* Innovates within own function and takes responsibility for outcomes, including the development of policies, reports and stakeholder engagements.
* Plans and organises individual or team activity with an appreciation of longer-term issues, ensuring plans complement and feed into the broader Program and Governance structure
* Assess or conduct descriptive analysis, present results and put forward recommendations through the provision of briefings, presentations or written reports, to support decision making.
* Liaise, communicate and build relationships with partners contributing to the LLEW Development Program.
* Provide professional advice and recommendations within specific parameters/professional guidelines to support informed decision making & influence how other work areas or individuals frame their actions or procedures.
* Provide support for, and engage in, effective co-design and collaboration across the LLEWS Development Program

Coordinate, provide advice and participate in meetings with services partnering in the LELWS Development program

Develop and monitor project plans, outcomes and reporting requirements

Support the Carer-perspective Research Fellows with research tasks, such as writing papers and reports

Support the Carer-perspective Research Fellows with administrative support, such as coordinating meetings, taking minutes and following up actions

Develop effective working relationships and networks with program partners, particularly those directly involved and participating in projects led by the Bouverie Centre

Recognise, support and advocate for the carer lived-experience perspective

**Essential Criteria**

**Skills and knowledge required for the position**

* Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
* Lived or living experience, understanding or passion for advocating from the carer perspective.

Experience in project or program management and/or administrative capability.

Formal writing experience, including reports, meeting papers and briefs.

Some knowledge/experience of program evaluation or evaluation research methods.

* Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
* Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
* Excellent communication skills across multiple formats (phone, email, other) and with multiple stakeholders (colleagues, academics, sector colleagues, and participants).
* Project management expertise from within a similar setting.

**Capabilities required to be successful in the position**

* Ability to demonstrate self-awareness, see things from another person’s perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
* Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
* Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
* Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**Why La Trobe:**

* Develop your career at an innovative, global university where you’ll collaborate with community and industry to create impact.
* Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
* Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you’ll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you’ll always have the opportunity to succeed and make a difference.

**La Trobe’s Cultural Qualities:**



For Human Resource Use Only

Initials: Date: