DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:** | Manager – Metal Health Recovery College |
| **Position Number:** | 527010 |
| **Classification:** | General Stream Band 8 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing – Statewide Mental Health Services |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South |
| **Reports to:** | Manager – Peacock Centre |
| **Effective Date:** | January 2022 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Satisfactory Completion of an appropriate course of study from a recognised tertiary institution.  *Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.* |
| **Desirable Requirements:** | Current Driver’s Licence. |
| **Position Features:** | While this role is office based, some intra and interstate travel is required. |

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

### Primary Purpose:

As a key member of the new suite of services that are being established under the ongoing Tasmanian Mental Health Reform Program on the redeveloped Peacock site in North Hobart, the Manager - Mental Health Recovery College will:

* Provide leadership and direction in the establishment of a Recovery College at the Peacock Centre site and the strategic expansion of this service to other appropriate sites in the South and, eventually, statewide.
* Ensure all linked actions taken in relation to the establishment and strategic expansion of the Recovery College are consistent with the endorsed philosophy and associated documentation specific to the Recovery Colleges and relevant broader service reform.
* Provide effective management of all allocated human, physical and financial resources, including the provision of day-to-day leadership to the Education Coordinator, Peer Learning Advisor, clinical educators and administrative staff to ensure quality and timely delivery of student support and recovery based co-produced education packages to mental health consumers, carers and staff.
* Develop and maintain appropriate and effective relationships with a broad range of internal and external stakeholder with a particular focus on those directly relevant to the Recovery College area.
* As a senior manager within Statewide Mental Health Services, actively contribute towards the implementation of overall strategic direction, the review and evaluation of a range of services, the development of policies and the improvement of business practices statewide.

### Duties:

1. Maintain a high-level knowledge of the Recovery College Model and relevant developments and research, foster links with other colleges and participate in national and international networking forums to ensure best practice.
2. Provide day to day management and leadership to Recovery College staff on the Peacock site to optimise the establishment and ongoing operation of the service and student engagement and outcomes.
3. Oversee the development and effective operationalisation of the college with an initial focus on the Peacock site and eventual expansion to other locations within the South and statewide.
4. Build and maintain broad strategic and training focussed relationships with a range of internal and external stakeholders to support effective service expansion and the delivery of a quality curriculum.
5. Manage Service Agreements and develop new arrangements with a range of regional community organisations and training providers to grow and enhance the college and ensure sustainability.
6. Ensure that all planning and development activities are co-produced by people with lived experience of mental health concerns and people with relevant professional experience.
7. Develop access pathways, enrolment systems and exit pathways including links with the vocational and education sector.
8. Develop and implement a detailed college evaluation strategy for the Peacock site and subsequent campuses.
9. Act as an appropriate and effective role model and promote a culture of supporting practise that reflect the organisational values through demonstrated behaviours and interactions with consumers and employees of the service.
10. Ensure compliance with all relevant data collection requirements, that key deliverables and milestones are met and progress regular progress reports as required.
11. As a senior manager within broader Statewide Mental Health Services South Group participate in the ongoing development, implementation and evaluation of mental health policy and strategic direction and ensure the active involvement in and consultation with all stakeholders including staff and customers.
12. Develop, coordinate, and facilitate appropriate training, development and professional support opportunities for all Recovery College staff, including ensuring all staff have current professional development plans that are aligned with the National Mental Health Workforce standards and developed in conjunction with the respective discipline senior and the workforce development unit.
13. Undertake linked managerial responsibilities including resolving complex enquiries, preparation of required correspondence and reports, and complaint and incident management in accordance with Agency and Mental Health policies.
14. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
15. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

### Key Accountabilities and Responsibilities:

The Manager - Mental Health Recovery Colleges has substantial autonomy and is expected to work without supervision and to exercise considerable initiative and professional judgment in matters relating to both the day-to-day operations of the Peacock Centre site and the broader expansion of the college program at the regional and statewide level. The occupant of this role is responsible to the Manager – Peacock Centre for the management of assigned human, physical and financial resources and to the Manager – Peacock Centre for guidance and support as required specific to the strategic development of the service. Specific responsibilities include:

* Ensuring the delivery of an effective, best practise, consumer and family focussed Recovery College program on the Peacock site with eventual expansion to other appropriate sites within the South and statewide.
* Ensuring all Recovery College sites operate in accordance with all applicable Agency policy, relevant Operational Service Models and related documents and key national policy documents.
* Ensuring that all Recovery College programs are delivered in accordance with all relevant legislative requirements including Work Health and Safety (WH&S), Privacy and Anti-Discrimination Act, Mental Health Act, Guardianship & Administration Act, Tasmanian Family Violence Act and Children, Young Persons and Their Families Act.
* Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
* Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

### Pre-employment Conditions:

*It is the Employee’s responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre‑employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. An understanding of, and capacity to implement, change management processes and strategies to assist in the initial establishment and the ongoing strategic development of the Recovery College Operational Model.
2. Demonstrated ability to manage human, financial and physical resources, and the ability to develop and implement strategies that monitor service quality, effectiveness and efficiency and are consistent with service standards and key performance indicators.
3. Highly developed interpersonal, communication, decision-making, conflict resolution and negotiation skills, experience in developing community partnerships and the proven ability to deliver comprehensive oral and written reports.
4. Proven liaison and consultation experience and the ability to develop and maintain partnerships with a broad range of internal and external stakeholders to ensure the effective initial establishment and timely ongoing development of the Recovery College model across Tasmania.
5. Extensive knowledge and commitment to contemporary mental health recovery principles, trauma informed care and models of consumer participation.
6. Experience in developing and delivering mental health training and educational packages and knowledge of adult education principles.
7. Demonstrated strategic, conceptual, analytical and creative skills together with the ability to provide high level advice, contribute to policy and planning processes and implement strategic service delivery initiatives.
8. Understanding of contemporary management principles including WH&S, workplace diversity, and ongoing quality improvement together with knowledge of the current statutory requirements and Agency procedures or the capacity to acquire such knowledge.

### Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000.* The Department supports the [Consumer and Community Engagement Principles](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).