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| **Position Description** |

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| **Manager, Mental Health Wellbeing** |
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| **Position No:** | 50062595 |
| **Organisation Unit:** | Human Resources |
| **Admin Unit:** | La Trobe Health & Safety  |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | Continuing, Part-Time |
| **Position Supervisor** **Number:** | Manager, Health, Safety & Environment5006259350116377 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

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

Working at La Trobe - <http://www.latrobe.edu.au/jobs/working>

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**For enquiries only contact:**

Spomenka Krizmanic, TEL: 03 9479 2186 Email: S.Krizmanic@latrobe.edu.au

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| **Position Description** |

**Manager, Mental Health Wellbeing**

**Position Context**

This position is responsible for leading the implementation of the mental health aspects of the health and wellbeing strategy and aligning with the La Trobe Wellbeing Plan. It is also responsible for addressing the identified HSE and injury management risks and pro-actively setting an annual mental health program to manage and support good mental health and minimise the risk of future mental health injuries. The successful candidate will lead the communication and promotion of the entire staff wellbeing program.

**Duties at this level may include:**

* Operational responsibility for mental health program development and implementation.
* Through effective stakeholder management, provide strategic support and advice to colleges, schools or departments to enable them to achieve improved awareness and outcomes for staff.
* Manage and/or coordinate frequent mental health activities, workshops and campaigns on an annual basis.
* In conjunction with key University stakeholders including Marketing, develop strong communication and promotion links across the University so that awareness and utilisation of all wellbeing initiatives are maximised.
* Oversee each program/initiative to ensure each project is managed and delivered to specification, time and budget.
* Utilise and/or manage allocated budget/resources and control all related expenditure to ensure delivery of targets/objectives within budget.
* Identify mental health trends, opportunities and risks in the area of responsibility to enable appropriate and timely action to be administered.
* Work closely with relevant business functions to identify and support populations at risk of poor mental health.
* Develop clear and sensitive pathways to support staff with a mental health condition.
* Propose and implement changes to the wellbeing program and develop and define proposals for changes to consistently improve quality and effectiveness of service provision.
* Develop strong relationships with key external Stakeholder providers and ensure that market is tested regularly so that University obtains best possible service for cost e.g. EAP or mental health training options.
* Work collaboratively with the Wellbeing Manager to support the wellbeing strategy
* Work with internal and external stakeholders to develop and implement a healthy eating charter.
* Produce regular reports that identifies the strategy and plan in action and results attained.
* Provide support to the broader health and wellbeing strategy.
* Any other tasks, duties or responsibilities as directed from time to time

**Key Selection Criteria may include:**

* A relevant degree in psychology with relevant experience corporate experience
* Demonstrated ability to project manage multiple programs simultaneously and successfully
* Demonstrated ability to develop and deliver innovative workshops, seminars and presentations
* Experience in completing detailed analysis and reporting to inform strategy
* Demonstrated experience working with and influencing senior management
* Experience in developing effective communication and marketing campaigns
* Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
* Drivers Licence

**Non-Essential Desired Selection Criteria**

* Qualified Mental Health First Aid Trainer

**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.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are ***Connected***:  We connect to the world outside — the students and communities we serve, both locally and globally.
* We are ***Innovative***:  We tackle the big issues of our time to transform the lives of our students and society.
* We are ***Accountable***:  We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* We ***Care***:  We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: GS Date: March 2019