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| **Position Description** |

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| **Senior FaPMI Statewide Project and Data Officer** | |
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| **Position No:** | 50144154 |
| **Department:** | The Bouverie Centre |
| **School:** | School of Psychology and Public Health |
| **Campus/Location:** | The Bouverie Centre |
| **Classification:** | Higher Education Officer Level 6 (HEO6) |
| **Employment Type:** | Continuing, Full Time |
| **Position Supervisor:**  **Number:** | Statewide FaPMI Coordinator  50018927 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

School of Psychology and Public Health –

<https://www.latrobe.edu.au/school-psychology-and-public-health>

The Bouverie Centre - <https://www.bouverie.org.au/>

FaPMI program (Families where a parent has a mental Illness) - https://tinyurl.com/fapmirole

**For enquiries only contact:**

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| **Position Description** |

**Senior FaPMI Statewide Project and Data Officer**

**Position Context**

The position is located within the FaPMI (Families where Parent has a Mental Illness) Statewide team and will contribute to and support the team’s co-ordination of the FaPMI program. This program aims to reduce the impact of parental mental illness on families and children and is funded by the Victorian Government. FaPMI Statewide is responsible for co-ordinating the FaPMI program at a state level and for supporting co-ordinators located in 21 Area Mental Health Services across Victoria. The position reports to the FaPMI Statewide Team Leader and the team is located within mental health program at The Bouverie Centre. The Bouverie Centre, Victoria’s Family Institute, is a research centre within the school of psychology and public health, College of Science, Health and Engineering at La Trobe University.

**Areas of responsibility:**

* Responsible for implementing the two key FaPMI measures - a clinical file audit and statewide survey, as well as analysing and reporting qualitative and quantitative data from these measures.
* Produce documentation /operational material to support program quality assurance and consistency of practice, including the continued improvement of the key FaPMI measures and other program outputs in the FaPMI strategic plan.
* Guide and support established working groups, collaborating with the FaPMI coordinators and other partner agencies.
* Develop and support a comprehensive FaPMI communication strategy that addresses the different needs of stakeholders including; local FaPMI co-ordinators, managers in Area Mental Health Services, peak bodies, the state government, consumers and their families and the public.
* Contribute to the development and implementation of training, resources, knowledge exchange and research.
* Assist in the development and provision of an orientation program for newly appointed FaPMI coordinators.
* Provide logistical support to the FaPMI statewide Team Leader for activities such as the convening of statewide meetings and other events.
* Support the development and coordination of regular training and education for the FaPMI coordinators.
* Excellent teamwork and ability to quickly build and maintain relationships with a broad range of stakeholders.

**Key Selection Criteria:**

* Tertiary qualification in a relevant field such as administration, health care or evaluation.
* Demonstrated experience in project planning, management, and evaluation.
* Relevant experience in a health care or a similar setting.
* Familiarity with computer and web-based applications relevant to the role (Excel, Powerpoint, Question Pro)
* Understanding of workforce, implementation, and service development issues
* Demonstrated capacity to take initiative and be innovative in the approach to the role.
* Proven ability to set priorities, monitor workflows and meet deadlines.
* Excellent written and verbal communication skills; ability to effectively communicate with service providers and other stakeholders.
* Good interpersonal skills and ability to work as part of a team.

**Additional information:**

The Bouverie Centre is a publicly funded statewide specialist family service and research centre within the School of Psychology and Public Health, the College of Science Health and Engineering, La Trobe University. Our work focuses on the fundamental role of the family and other social networks in the healing process and the power of relationships to foster social, emotional and mental wellbeing. The centre provides clinical family therapy, offers accredited postgraduate courses in family therapy, conducts workforce training and service development and undertakes applied research in therapeutic work with families. As an integrated, learning organisation, each of these individual service offerings is enriched in a recursive way by the ideas, evidence and practices of our other services, and by our work in a wide range of service systems.

For over 50 years, The Bouverie Centre has been a leader in family therapy, other family-based approaches and the implementation of initiatives that support sustainable human service workforces. The Bouverie Centre’s close relationship with practitioners, managers and policy makers in the human services enable us to translate family sensitive and evidence-based systemic models into effective interventions in real world service settings. The centre has about 40 staff with an EFT of 29.0 and a turnover of $4 million a year.

**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.

**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.

**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: Date: