



headspace

National Youth Mental Health Foundation

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headspace.org.au

Position Description

National Advisor - Education

Location: headspace National Office

Department: headspace in Schools

Level: EO1

Employment Type: Maximum Term, Full time

Approved By: Julia Smith

Date Approved: August 2017

Agreed By: _____

Date Agreed: _____

1. HEADSPACE PURPOSE

To build the resilience of young people and the future potential of Australia by delivering effective youth mental health services in partnership with young people, their families and their local communities.

2. HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families

3. POSITION SUMMARY

The National Advisor – Education will oversee the establishment, delivery and performance of the education related aspects of the Mental Health in Education (MHE) Service. **headspace**, as the implementation partner, will work with *beyondblue* to deliver an interactive framework of evidenced-based information, professional advice and support to primary and secondary schools. The Mental Health in Education Service through continuous professional development of

educators will promote optimal social and emotional health and wellness in schools. Drawing from the experience of **headspace** School Support Service, the MHE Service provides postvention support to schools following a suicide or attempted suicide, as well supporting the school community in implementing preventative strategies.

The focus of this role will be to ensure the successful planning and implementation of education focused projects and activities including guiding education evaluation strategies and high level interpretation and analysis of national data identifying and managing potential risks or inhibitors of service delivery. Adopting a continuous improvement approach, the National Advisor – Education will lead education aspects of national strategic planning and will contribute to the development and implementation of resources and service documentation in relation to education policies and processes. Furthermore, this position will provide education sector advice and support within the MHE Service and will facilitate high quality and consistent education approaches across MHE state/territory teams.

4. POSITION CONTEXT

The National Advisor – Education will be an education qualified professional who is highly experienced in working in schools, student health and wellbeing, and youth mental health. A strategic planner, the incumbent will possess considerable knowledge and experience in leading and delivering on programs relating to mental health and wellbeing in schools. This position calls for the ability to engage, liaise and negotiate with a broad range of stakeholders across the national health and education sectors.

Reporting to the National Schools Operations Manager, the National Advisor – Education will work closely and collaboratively within the MHE leadership team to drive successful outcomes in education related service delivery for the Service. The incumbent will have regular interaction with other departments within **headspace** National Office to support effective knowledge transfer processes.

5. KEY RESPONSIBILITIES/OUTCOMES

The National Advisor – Education is responsible for providing strategic leadership in education related matters and overseeing the delivery and performance for the MHE Service provided to Australian primary and secondary schools. This will include, but is not limited to, the following:

- Provision of education sector advice and support within the MHE Service.
- Contribute to and lead aspects of national strategic planning and continuous program development.
- Contribute to the development and implementation of the MHE service documentation and resources in relation to education policies and processes.
- Engagement with national education stakeholders and peak bodies.
- Contribute to the transition of the existing **headspace** School Support program into the **headspace** in Schools program, specifically the establishment of the new MHE Service in partnership with *beyondblue*.
- Ensure high quality and consistent education approaches across MHE state/territory teams assisting with knowledge transfer and good practice.
- High level interpretation and analysis of national data identifying and managing potential risks or inhibitors of service delivery.
- Assist and guide education evaluation strategies.
- Leadership of internal working parties to strengthen the evidence, program, and quality of the service.
- Leadership and management of staff as required, potentially the Content Advisor.
- Work with state and territory managers to balance the interface between education and health.
- Provide professional development to the teams as required.
- Assist in the preparation of reports for the **headspace** Executive, Board and *beyondblue* as per the contract requirements as requested.

- Other duties consistent with the position where required and/or requested by the National Schools Operations Manager.

6. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

6.1 Essential

- Approved tertiary qualifications in education and/or relevant discipline.
- Proven ability in leading and delivering on projects and programs relating to broad mental health and student wellbeing in schools
- Demonstrated working knowledge of school education systems, student health and wellbeing policies, frameworks and programs, youth mental health, and broad mental health services nationally (within states and territories).
- Understanding and knowledge of the broad mental health service system nationally and within states and territories.
- Proven ability to contribute to high level strategic planning for a service to support young people.
- Exceptional interpersonal, communication and organisational skills with the ability to operate effectively at a national level and build relationships and strategic partnerships with stakeholders including key government, non-government and community partners.
- Knowledge and understanding of relevant legislation and policy issues relevant to the education systems in Australia.
- Ability to demonstrate leadership in the development of integrated research and evaluation for a national program.

6.2 Desirable

- Understanding and experience in suicide postvention and awareness of the associated issues.
- Demonstrated experience and understanding providing services within a National program.
- Demonstrated contribution to the body of evidence in youth mental health e.g. publications, conference delivery, committee representation.

7. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times