



headspace

National Youth Mental Health Foundation

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headspace.org.au

Position Description

Consultant – NEI (Education)

Location: NSW, QLD, VIC, ACT, TAS, WA, SA and NT

Department: **headspace** in Schools

Salary range: HS5

Employment Type: Full Time - Maximum Term

Approved By: Julia Smith

Date Approved: September 2017

Agreed By:

Date Agreed:

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. 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

4. POSITION SUMMARY

The Consultant – NEI (Education) will work under the direction of the State/Territory Manager to support schools through the implementation of the National Education Initiative (NEI) Service at the State/Territory level. **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 NEI 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 NEI Service provides postvention support to schools following a suicide or attempted suicide, as well supporting the school community in implementing preventative strategies.

The incumbent will support school communities to promote mental health promotion, prevention and early intervention with the goal of improving outcomes for young people and their families. Adopting an approach tailored to the needs of the school, the Consultant – NEI (Education) will demonstrate the NEI framework to prospective and participating schools to assist them to implement tailored processes and develop their staff through ongoing professional development. The role will be the key point of contact for all schools in their assigned territory and will build and maintain strong relationships for the purpose of supporting the school. A further focus of the role, in conjunction with the Consultant – NEI (Clinical), is to contribute to the establishment and successful delivery of timely and evidence based postvention support to school communities to assist them to plan, respond and recover.

5. POSITION CONTEXT

Reporting to the State/Territory Manager, the Consultant – NEI (Education) will be a qualified professional with experience in influencing change and working in collaborative partnerships with school leadership teams and/or education authorities. The incumbent will possess an understanding of youth mental health issues including suicide postvention, suicide and trauma. The position calls for a motivated individual who can engage, liaise and negotiate with a broad range of stakeholders and organisations.

Working in a multidisciplinary team, the position also calls for skills that will enable the successful delivery of education and training packages relevant to the field of youth mental health and suicide. There will be intra and interstate overnight travel required for this role.

6. KEY RESPONSIBILITIES/OUTCOMES

The Consultant – NEI (Education) is responsible for the delivery of the National Education Initiative Service provided to Australian primary and secondary schools within their area, under the direction of the State/Territory Manager. This will include, but is not limited to, the following:

- Promoting the mental health promotion, prevention and early intervention elements of the NEI program with prospective and participating schools through a relationship-based approach.
- Maintaining an ongoing relationship with participating schools so that services know who to speak to when they have a question or a challenge.
- Demonstrating the integrated framework to prospective and participating schools to assist them in implementing the components relevant for their individual circumstances, leading to the ongoing professional development of school staff.
- Maintaining relationships with prospective and participating schools through regular communication; primarily online and by phone.

- Updating schools on new resources and materials available in the integrated program, and providing those resources directly to schools as required.
- Working with Early Childhood Australia Consultants of the early learning services component of the NEI as appropriate to support early learning environments, schools and children in their transition from early learning into school.
- Undertaking strategic analysis of their assigned territory to identify prospective schools and other related challenges.
- Maintaining strategic relationships with relevant organisations within their assigned territory for the purpose of supporting their prospective and participating schools.
- Identifying advantages and comparisons of the integrated program to other products/services.
- Ensure effective use of time through proper planning and implementation processes.
- Supplying management with oral and written reports on school's needs, problems, interests, competitive activities and potential for new resources/materials to be built into the integrated framework.
- Keeping informed of updates to the framework, promotional activity of the integrated program, competitive activities and changes impacting on school environments.
- Participating in conferences and similar events related to the integrated program.
- Other duties consistent with the position where required and/or requested by the State/Territory Schools Manager.

7. SELECTION CRITERIA

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

7.1 Essential

- A tertiary qualification in education (including qualification in adult education), public health promotion, community development and/or mental health, or equivalent combination of relevant training and experience.
- Experience in influencing change and working in collaborative partnerships with school leadership teams and/or education authorities.
- An understanding of youth mental health issues including suicide prevention, suicide, and the impact of trauma on school communities.
- Exceptional interpersonal skills with the ability to work and interact with a broad range of people, including school principals and leaders, teachers, health professionals, academic researchers, service providers, etc.
- Highly developed communication skills, both verbal and written, with experience writing for, and presenting to, diverse audiences.
- Experience in stakeholder management specifically with schools and clinical service providers.
- Strong organisational, computer and project management skills.
- Ability to work in a highly productive environment with time pressures while managing multiple tasks.
- A current driver's licence (automatic) and use of a fully maintained motor vehicle with comprehensive insurance.
- Able and willing to travel with overnight stays as required.

7.2 Desirable

- Service experience across health and education.
- Experience in program development and/or training and delivery in secondary school settings

8. 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