

ROLE DESCRIPTION

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| Role Title: | Senior Advisor - Practice |
| Role reports to: | Manager, Practice Development |
| Role Created/ Reviewed Date: | March 2021 / Reviewed August 2025 |
| Criminal History Clearance Requirements: | <input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC) |

ORGANISATION

Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence-based practice into the Australian context. Emerging Minds strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

ROLE CONTEXT

Primary Objective(s) of role:

Reporting to the Manager, Practice Development, the Senior Advisor - Practice is responsible for leading the implementation of National practice development strategies that improve infant and child mental health outcomes. This includes the design, development, and delivery of training, practice development resources, events, and guidance for practitioners, organisations, and service systems.

The Senior Advisor - Practice will provide leadership, supervision, and mentoring to Practice Development staff, supporting their confidence and capability in delivering high-quality, evidence-informed learning and practice development initiatives. The role works closely and collaboratively with the Manager, Practice Development and other senior leaders across Emerging Minds to ensure alignment, integration, and impact at National and State levels. The incumbent will also lead engagement with key partners and stakeholders, including professional bodies, government and non-government organisations, practitioners, and families, to ensure that workforce strategies are responsive, inclusive, and informed by lived experience and frontline practice.

Direct Reports:

- Practice Development Officers

Key Relationships/ Interactions:

Internal

- Reports to the Manager, Practice Development
- Practice Development Team
- Managers and Senior Advisors across the organisation
- All employees of Emerging Minds

External

- National and State based existing and potential partners and major stakeholders.
- Key researchers and stakeholders
- Professional bodies and professionals both clinical and non-clinical.
- Children and parents/guardians.
- Peak bodies.
- Media and companies producing resources for Emerging Minds including Artist Made Productions.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Provide strong leadership and effective supervision to Practice Development staff, supporting performance, growth, and wellbeing.
- Lead strategic initiatives within designated sectors to enhance Emerging Minds' impact on child mental health policy, systems, and practice.
- Collaborate with managers, senior advisors, and teams across Emerging Minds to deliver integrated, sector-responsive practice development offerings to systems, organisations, and practitioners.
- Contribute to national policy initiatives related to child mental health and support team confidence and capability in policy engagement.
- Ensure effective project management of learning and resource development activities, including the delivery of facilitated training, online courses, and written content within agreed timelines and quality standards.
- Support the review and continuous improvement of Emerging Minds' online content to maintain currency, relevance, and quality.
- Oversee and ensure accountability for the completion of Practice Development processes and deliverables in an efficient and timely manner.
- Strengthen team capability in learning design and implementation, fostering a culture of high-quality, evidence-informed practice development.

Delegations:

- Responsible for approval and sign-off of Practice Development online content, facilitated training and draft policy briefings and learning design processes.
- Authorise and approve timesheets & requests for leave for direct reports.
- Undertake Performance Development Reviews with direct reports.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds Policies and Procedures

Special Conditions:

- An Australian citizen or resident with the right to work in Australia.
- Some out of hours work, including intra and interstate travel will be required. Overnight absences may be required. The employee must be willing to fly (subject to COVID-19 restrictions and Government health advice).
- It is a condition of employment that the employee is fully vaccinated (as determined by the employer) against COVID-19 to the satisfaction of the employer and provides the employer with evidence it considers satisfactory. These are both inherent requirements of the employee's position. Being fully vaccinated includes booster injections.
- The appointment is subject to the provision of a current National Police Certificate and a Child Related Employment Screening.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current South Australian 'Class C' (or interstate equivalent) driver's license is essential. The employee must be willing to drive throughout the course of their duties.
- This position is subject to a 6-month probationary period.

Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
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| Practice and Workforce Development | <ul style="list-style-type: none"> • Provide expert consultancy and apply specialist knowledge to support the design and delivery of integrated and coordinated workforce development strategies. • Analyse evidence and data to inform workforce resources and service planning that promote child and family mental health practice change. • Plan and deliver professional development, implementation support, and education activities across a range of disciplines and sectors. • Collaborate across Emerging Minds to ensure integration of practice development, training, guidance, and sector engagement. |
| Leadership | <ul style="list-style-type: none"> • Provide high-quality leadership, coaching, and mentoring to direct reports, ensuring performance expectations, professional development, and wellbeing are supported through regular supervision, feedback, and appraisal processes. • Set and model high standards of performance, including attention to detail, effective project delivery, and commitment to Emerging Minds' values. • Foster a positive team culture that encourages cooperation, creativity, and continuous learning, while actively managing conflict and maintaining team wellbeing. • Ensure effective day-to-day management of staff and office functions (where applicable), including compliance with all operational, policy, legislative, and WHS requirements. • Lead the planning and delivery of work across the National Workforce Centre for Child Mental Health and related programs at National, State, and regional levels, ensuring timely delivery of activities and outputs. |
| Project and Resource Development | <ul style="list-style-type: none"> • Apply project management methodologies to lead the design, development, facilitation, and timely delivery of workforce development initiatives, health promotion resources, and training products. • Plan, coordinate, and deliver facilitated training and professional development, both in-person and online, tailored to a range of workforces across health, education, and social services sectors. • Lead multidisciplinary teams in the creation of evidence-informed content, including webinars, podcasts, live events, practice papers, and online courses. • Deliver and oversee 'train the trainer' initiatives, ensuring consistent, high-quality support for internal and external facilitators. • Coordinate thorough and timely review of all learning products and practice resources, ensuring content is current, evidence-informed, and aligned with sector needs. • Contribute to budgeting, timeline management, and performance monitoring across all assigned projects. |
| Stakeholder and Sector Engagement | <ul style="list-style-type: none"> • Develop and maintain strategic relationships with practitioners, families, lived experience advocates, sector leaders, and government and non-government organisations to design and implement effective workforce strategies. |



**emerging
minds***

Advancing the
mental health
of infants, children
and adolescents

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| | <ul style="list-style-type: none"> • Represent Emerging Minds in collaborative initiatives, influencing practice improvements that support child mental health and positive parenting across sectors. • Support staff to build and maintain strong sector-based partnerships, including with health, social services, education, emergency management and community organisations. • Actively gather stakeholder feedback to identify emerging needs and inform strategic planning and continuous improvement. |
| Continuous Improvement | <ul style="list-style-type: none"> • Champion a culture of continuous improvement, fostering innovation in workforce development practices, resource planning, and service delivery. • Ensure program quality and performance are continuously evaluated through responsive risk management, stakeholder feedback, and data-informed review. • Incorporate evolving evidence, sector needs, and best practice into all workforce development initiatives, ensuring Emerging Minds maintains its position as a national and international leader in child mental health workforce development. |

Knowledge, Skills and Experience

| Essential Minimum Requirements | |
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| Educational Vocational Qualifications | <ul style="list-style-type: none"> • An appropriate degree level qualification in health, behavioural or social sciences. |
| Child mental health and development | <ul style="list-style-type: none"> • Demonstrated experience in working with infants and/or children, and parents. • Demonstrated experience in a child mental health or child health and development role, and an understanding of practice strategies to improve child mental health, development and resilience. • Demonstrated experience in the development, delivery, and evaluation of capacity building activities in relation to the mental health of infants, children, and their families. • Experience in facilitating training and education through the principles of adult learning and expectations of accrediting professional bodies. |
| Communication and Interpersonal Skills | <ul style="list-style-type: none"> • Demonstrated ability to provide high quality consultancy and advisory services to management, staff, and external bodies and to establish and maintain both integrity and confidentiality in dealing with issues of a sensitive nature. • Ability to communicate, both verbally and in writing, to a wide range of people across National jurisdictions on a range of sensitive and complex issues. • Ability to present at public forums and conferences on behaviours, practices, evidence, and strategies to support improved mental health outcomes for infants, children, and their families. |
| Personal Abilities, Aptitudes and Skills | <ul style="list-style-type: none"> • Proven ability to work effectively both under supervision and independently as needed to meet program goals within strict deadlines. • Demonstrated experience in managing and accomplishing the objectives of complex project/s utilising high levels of initiative. |

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| | <ul style="list-style-type: none"> • Demonstrated understanding of quality improvement and implementation. • Demonstrated ability to develop and implement constructive and innovative practices and procedures to assist and facilitate the achievement of organisational goals. • Ability to operate effectively in an environment of complexity and change, and operate with professional independence, think strategically and provide high level advice in an effective and timely manner. |
| Remote Working Skills (if applicable) | <ul style="list-style-type: none"> • Demonstrated capability to work remotely/independently to successfully achieve the key performance indicators and objectives of this role, and the team within prescribed timelines. • Demonstrated ability to establish effective working relationships, and engage collaboratively with members of your team, other employees of Emerging Minds, and external stakeholders, whilst working in a virtual environment. • Demonstrated experience and confidence in utilising video conferencing platforms, online tools and resources. |
| Knowledge | <ul style="list-style-type: none"> • Demonstrated understanding of mental health promotion, mental illness prevention, early intervention, and treatment as it relates to infants, children, adolescence, and families. • Demonstrated understanding of the impact of social determinants of health and their impact on adults, families, parenting and mental health outcomes for infants and children (0-12 years). • Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, on Aboriginal and Torres Strait Islander peoples social and emotional wellbeing. |

| Desirable Characteristics | |
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| Educational Vocational Qualifications | <ul style="list-style-type: none"> • A post-graduate qualification in mental health, primary health care or another relevant area. |
| Experience | <ul style="list-style-type: none"> • Experience in the development and evaluation of quality information resources for parents, children, and young people. • Experience in participatory research, evaluation, or project management. |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of the infant, child, adolescent health and wellbeing policy, frameworks and practice and related non-government sectors in Australia and how they operate. |

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Bradley Morgan

Role Title: Program Director

Signature:

Date: 5 / 08 / 2025

BSMorg

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and as described within this document.

Name:

Signature:

Date: