

ROLE DESCRIPTION

Role Title:	Policy & Project Officer - Children in Disasters
Role Reports To:	Manager, Partnerships & Implementation
Role Created/Reviewed Date:	March 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:
<p>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.</p>

ROLE CONTEXT

Primary Objective(s) of Role:
<p>Reporting to the Manager, Partnerships & Implementation, the Policy & Project Officer - Children in Disasters will form part of the Emerging Minds team to work at a National level to provide strategic advice on state and national policy relating to strengthening implementation of integrated support for infant, child and family mental health in the context of disasters. With broad direction, this role will support improved understanding and responsiveness to the needs of infants and children in disasters, by delivering guidance, organisational and professional support to first responders and emergency management staff and volunteers, community networks, community recovery, and mental health and child development services. Responsibilities include:</p> <ul style="list-style-type: none"> • Developing an in-depth understanding of Emerging Minds Disaster Practice Guide, Community Trauma Toolkit and support resources to assist local service and community networks and families to utilise and implement these resources. • Developing and delivering a 'train the trainer' program for Children in Disasters. • Collaborating with National, State and community networks to develop, implement, and progress regional leadership, training and development activities to support improved understanding and responsiveness to the needs of infants and children in disasters. • Identifying potential obstacles to implementation and tailoring implementation strategies to the local context.

Direct Reports:
Nil
Delegations:
Nil
Key Relationships/Interactions:
<p>Internal:</p> <ul style="list-style-type: none"> • Reports to the Manager, Partnerships & Implementation • Partnerships and Implementation team • All employees of Emerging Minds <p>External:</p> <ul style="list-style-type: none"> • First responders and emergency management staff and volunteers • Local Government, community networks, community recovery services • Mental health and child development services • Health Promotion and community development services • Child, family and community networks
Performance Development:
The incumbent will be required to participate in the organisation's Performance Review and 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.
Challenges Associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> • Using a health promotion project management approach to expand and implement the Children in Disasters programs, resources and strategies. • Coordinating and delivering guidance and training to service networks and communities in partnership with National, State and local organisations and community members. • Collecting and monitoring training, participant and outcome data to support evaluation of the activity.
General Requirements:
<ul style="list-style-type: none"> • Managers and staff are required to work in accordance with, including but not limited to: <i>Work Health and Safety (WHS)</i> legislation when relevant WHS Defined Officers must meet due diligence requirements • Equal Employment Opportunities (including the 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:
<ul style="list-style-type: none"> • 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 six-month probationary period.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Workforce Development	<ul style="list-style-type: none"> • Identifying and leading the development of relationships with key stakeholders, including promoting collaborative partnerships to enhance existing activities and development of new initiatives. • Presenting at community and public forums on strategies to support infants and children in disasters. • Providing training and implementation guidance to community and service networks and other major stakeholders regarding the implementation and delivery of strategies to support children in disasters. • Contributing to the evidence base relating to strategies to support child mental health and development in disasters by: <ul style="list-style-type: none"> ◦ collaborating with internal and external evaluation partners to measure and monitor the impact of workforce strategies and resources; ◦ preparing publications/presentations for a range of audiences; and ◦ liaising and collaborating with key groups both in Australia and overseas to enhance the evidence base in relation to strategies to support infant and child mental health and development in disasters.
Project Management	<ul style="list-style-type: none"> • Applying health promotion project management methodologies to ensure development and delivery of quality health information and practice resources. • Preparing high quality reports, including recommendations. • Collaborating across the National Workforce Centre for Child Mental Health portfolio with high levels of independence and accountability to ensure achievement of program outcomes within contract timelines and budget constraints.
Continuous Improvement	<ul style="list-style-type: none"> • Supporting a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs across Emerging Minds. • Ensuring the quality of services are continually monitored, reviewed, evaluated and improved through developing a culture of risk awareness and responsiveness.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications	<ul style="list-style-type: none"> Tertiary qualifications in health, allied health, psychology, health education, health promotion or other relevant tertiary qualification and/or substantive proven experience in public health, health education or health promotion.
Experience	<ul style="list-style-type: none"> Demonstrated experience working independently and with broad direction. Demonstrated experience in presenting and delivering training to a range of professional and community stakeholders in a range of delivery modes, including online. Demonstrated experience in providing implementation and service improvement guidance to community and service networks and other major stakeholders Experience working in a child health, mental health or child development setting
Communication Skills and Interpersonal skills	<ul style="list-style-type: none"> Demonstrated ability to engage and collaborate with a wide range of stakeholders and community groups. Demonstrated high level interpersonal and stakeholder engagement skills including the ability to communicate with diverse groups of people within public, private and non- government sectors. Demonstrated ability to work within a team, and in cross-portfolio teams and groups. High level written and verbal communication skills, including experience developing and delivering training and guidance to diverse audiences. Demonstrated ability to prepare high quality reports including recommendations.
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 illness prevention, mental health promotion, early intervention, and treatment as it relates to infants, children, adolescence and families. Demonstrated understanding of disaster-related impacts and responses for infants, children and young people. Demonstrated understanding of the principles outlined in the National Strategic Framework for Aboriginal and Torres Strait Islander social and emotional wellbeing and mental health.
Organisational Skills	<ul style="list-style-type: none"> Demonstrated experience in accomplishing the objectives of complex project/s utilising high levels of initiative. Proven ability to determine priorities, meet tight deadlines, and produce a high standard of work under pressure. Proven capacity to analyse data and systems and make quality improvement recommendations.

DESIRABLE CHARACTERISTICS	
Qualifications	<ul style="list-style-type: none"> Qualifications in adult education
Experience	<ul style="list-style-type: none"> Experience in delivering support to infants and children in preparation for or in response to disasters.

Approvals

Role Description Approval

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

Name: Philip Robinson

Role Title: Chair, Board of Directors

Date: 6th March 2025

Signature:



Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

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Date:

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