



Project Manager, Inclusion and Aboriginal and Torres Strait Islander Communities (Full time)

About the Business

Beyond Blue's vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone's mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.

All employees are expected to act in accordance with Beyond Blue's values, which are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity**.

Additionally, in our commitment to reconciliation and creating a culturally safe organisation, Beyond Blue is proudly implementing our **Beyond Blue Innovate Reconciliation Action Plan 2018-2020**.

About the role

The primary purpose of the Project Manager role is to develop and manage a program of diversity and inclusion initiatives and manage external and internal relationships. Predominantly this role focuses on Beyond Blue's projects with Aboriginal and Torres Strait Islander individuals, families, communities and organisations but works in close collaboration with and provides support to the Diversity & Inclusion Team in working with a range of diverse communities, including but not limited to LGBTI communities, older people, and people from culturally diverse backgrounds.

This role is an exciting opportunity within the Diversity & Inclusion team during a period when the team is driving change under the umbrella of our Aboriginal and Torres Strait Islander Strategy 2019-2024 and the development of a new 2020-2022 RAP.

Accountabilities include but are not limited to:

- Contribute to strategic, operational and project planning to ensure the focus of the Diversity & Inclusion program, including Aboriginal and Torres Strait Islander priorities, is aligned with Beyond Blue objectives.
- Provide strategic advice and direction on projects and activities to ensure they are 'culturally fit' and inclusive of Aboriginal and Torres Strait Islander and other diverse communities' needs.
- Provide leadership in delivering Aboriginal and Torres Strait Islander projects and activities which support social and emotional well-being.
- Oversee and coordinate the delivery of the Beyond Blue Innovate Reconciliation Action Plan 2020-2022, to support a whole-of-organisation approach to meeting the needs of Aboriginal and Torres Strait Islander communities.
- Manage engagement with key Aboriginal and Torres Strait Islander stakeholders and consultants to support and foster collaborative relationships and partnerships, and secure advice as required.
- Ensure that all work is socially inclusive and acknowledges and is respectful of diversity among and within communities, including Aboriginal and Torres Strait Islander people.

The successful candidate will have a minimum of five years' work experience:

- **Project Management** – Knowledge and skills in planning, resource identification and coordination, task and activity monitoring, risk and issues management, reporting and overall delivery against defined objectives, methods and outcomes.
- **Stakeholder Management** – Knowledge of principles and processes for effectively managing stakeholders. This includes internal and external stakeholder needs assessment, meeting quality standards for services, and evaluation of stakeholder satisfaction.
- **Document Preparation** – High level writing skills and proven ability to prepare a variety of types of documentation including briefing notes, correspondence and reports with a high level of attention to detail and the ability to conceptually analyse information.

The successful candidate will also have a **tertiary qualification** in relevant discipline (such as public health, health promotion, social sciences, research).

An individual will flourish and excel in this role if they have high level critical and strategic thinking skills, enjoy working flexibly across a variety of key areas, are skilled in providing strategic advice and guidance including in relation to working with Aboriginal and Torres Strait Islander communities.

How to apply?

The Project Manager, Inclusion and Aboriginal and Torres Strait Islander Communities role has the flexibility of being offered on a **full time** (1.0FTE) or **two part times** (0.6 FTE or more), fixed term contract until 30 June 2022. **Click** on the **WEB LINK** button below for further information and how to apply.

Only Aboriginal and Torres Strait Islander people are eligible to apply, as this position is exempt under the Special Measures Provision of S12(1) of the Equal Opportunity Act (VIC).

Please note our offices will be relocating to Melbourne CBD mid-2020.

Beyond Blue is committed to creating a diverse and inclusive work environment to enable us to meet our vision that all people in Australia achieve their best possible mental health. We'll consider all applications that meet the selection criteria and warmly encourage people at all stages, backgrounds and experiences in life to apply for roles with us, including Aboriginal and Torres Strait Islander people and people with a lived experience of mental health.

We thank all applicants for their interest, however due to the high volume of applications only shortlisted candidates will be contacted.

WEB LINK