



Australian Government
Department of Defence



Information Pack

Position Title: Assistant Director Mental Health Programs (Health Workforce Development - HWD)

Job Reference Number: JCG/04450/19

Position APS Level: Executive Level 1

Position Location: Mosman, NSW

Salary: \$101,955 - \$115,005 (plus super)

Position/s: 1

Employment Status: Ongoing - Actual vacancy
Full time

Security Level: Baseline Vetting

Group: Joint Capabilities Group

Division: Joint Health Command

Directorate: ADFCMH

Contact Officer: Emily Jallat
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Closing Date: 11:30pm (AEDT), Sunday 24 November 2019
No extensions will be granted and late applications will not be accepted.

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About This Information Pack

This information pack provides useful material regarding the role that you are applying for and further advice to guide you with your application.

Position Description

As part of Joint Health Command, the Australian Defence Force Centre for Mental Health (ADFCMH) is a national asset which provides leadership, best practice and innovation in military mental health. The ADFCMH's mission is to enhance Defence capability through engagement, consultancy and an evidence-based, best practice approach to mental health and wellbeing initiatives. The ADFCMH hub is located in Sydney with regional teams located across Australia. Together the ADFCMH team develops and delivers a robust set of mental health promotion, prevention and early intervention programs; provides consultancy services; delivers training and upskilling programs for the ADF mental health workforce; and implements a range of mental health promotion initiatives. The position Assistant Director Mental Health Programs (Health Workforce Development - HWD) is one of three important EL1 ADFCMH mental health program roles based at the ADFCMH.

The position is primarily responsible for the translation and coordination of mental health and workforce skilling research into evidenced based practice through the development, incubation and monitoring of programs and initiatives designed specifically for defence health professionals and serving members of the ADF working in mental health. You will have generalist knowledge of mental health issues and specialist knowledge of holistic program design and implementation through a variety of mediums.

You will provide the clinical subject matter expertise for the development and maintenance of Defence health workforce upskilling initiatives. As part of a blended team of APS and ADF personnel, you will be expected to be able to translate mental health and relevant research to the military population, contribute to activities which offer strategic benefits and manage the training materials for clinical training. You will have a portfolio of programs for which you will have national responsibility in terms of their quality, relevance and technical accuracy. You will work closely with ADF policy experts and Garrison Health to support the mental health policy and processes related to service delivery and health workforce expertise. You will initiate and maintain strong relationships with a network of internal and external stakeholders and utilise these to work towards mutually beneficial outcomes. We are open to part-time job share arrangements. Please indicate in your application if this is of interest to you.

If you require further information please call the contact officer on the front of this Information Pack.

Occupation Description

Within the Allied Health function an EL1 Health Promotion Manager is accountable under broad direction to perform and achieve complex to very complex health promotion and clinical work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An EL1 Health Promotion Manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the allied health function

and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence.

An EL1 Health Promotion Manager is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage one or more teams. They will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that align with the strategic objectives and communicate expected outcomes.

An EL1 Health Promotion Manager will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area. This position has people management responsibility and as such you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

Duty Statement

The duties of an EL1 Health Promotion Manager occupation in Defence include the following (note: not all duties are required to be performed during a 12 month performance cycle):

1. Provide expertise on health promotion services, events and programs to increase awareness of specific work health and safety issues in Defence's environment.
2. Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
3. Provide advice on Defence policies and procedures, program content and materials regarding specific health related matters and strategies.
4. Provide advice and contribute to the provision of clinical services including intake assessment, crisis intervention, treatment planning, case formulation, case allocation, counseling and care coordination.
5. Analyse relevant data and information, prepare written submissions and other correspondence, providing recommendations to resolve issues.
6. Encourage and promote evidence based health promotion practices and strategies to Defence employees.
7. Represent and explain to internal and external stakeholders complex and sensitive health and work health and safety issues.
8. Recommend and assist in the establishment and maintenance of regional health service professional networks.
9. Evaluate projects and initiatives to measure their success, and identify and provide recommendations for future improvement.

10. Work collaboratively with clients and stakeholders to develop and deliver specific initiatives, programs and policies to resolve identified stakeholder issues.
11. Manage workflows and resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

Assessment Criteria

Applicants should address the assessment criteria and provide examples which demonstrate their ability to perform the duties of the position.

You should be mindful that all information contained in your application must be 'UNCLASSIFIED'. Applications containing classified information will not be considered by the Selection Delegate.

Prior to preparing your application you must also ensure that you meet the eligibility requirements outlined in this Information Pack. In particular, please note the time frames relating to checkable background to meet security clearance requirements.

When you include an example, you should explain;

- Your personal role in the task
- The methods you used
- Any barriers you were able to overcome and
- The outcome.

PLEASE NOTE: Applicants are required to provide a single 1000 word response addressing the following:

1. Providing current examples and with reference to the position description and essential and desirable qualifications identified in this Information Pack, demonstrate your knowledge and proven ability to:
 - Design, develop and deliver mental health programs suitable to an ADF environment
 - Provide technical advice in health workforce development and contribute to evidence informed strategy and policy development
 - Develop and implement governance and assurance systems to support quality outcomes
 - Write evidenced based proposals
 - Initiate and maintain strong relationships with a network of internal and external stakeholders

Qualifications / Experience Requirements

Mandatory:

- Tertiary level qualifications as a health professional (with current and unconditional registration with relevant body).
- Relevant experience in strategic program development.

Desired:

- Masters qualification in a relevant specialist health discipline.
- Experience in health workforce policy and program development

RecruitAbility Scheme

The Department of Defence is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the scheme and meet the minimum requirements for the position.



How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must tick the 'opt in' box to participate in the scheme. Simply declaring that you have a disability will not automatically include you in the scheme.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please contact the Contact Officer listed on the first page of this information pack if you need any adjustments made.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission's website, see: <http://www.apsc.gov.au/priorities/disability/recruitability>.

What do we mean by disability?

For the purposes of the scheme, 'disability' is:

a limitation, restriction or impairment which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:

- *loss of sight (not corrected by glasses or contact lenses)*
- *loss of hearing where communication is restricted, or, an aid to assist with or substitute for hearing is used*
- *speech difficulties*
- *shortness of breath or breathing difficulties causing restriction*
- *chronic or recurrent pain or discomfort causing restriction*
- *blackouts, fits, or loss of consciousness*
- *difficulty learning or understanding*
- *incomplete use of arms or fingers*
- *difficulty gripping or holding things*
- *incomplete use of feet or legs*
- *nervous or emotional condition causing restriction*
- *restriction in physical activities or in doing physical work*
- *disfigurement or deformity*
- *mental illness or condition requiring help or supervision*
- *long-term effects of head injury, stroke or other brain damage causing restriction*
- *receiving treatment or medication for any other long-term conditions or ailments and still restricted*
- *any other long-term conditions resulting in a restriction.*

The two parts of the definition are the presence of a limitation, restriction or impairment which restricts everyday activities; and the expected longevity of the condition (6 months or more). This also includes episodic conditions.

The definition covers many types of disability. You do not need evidence of your disability to opt into the scheme, but you are making a declaration to the APS that you meet the definition.

Diversity and Inclusion

The range and nature of work in Defence requires a workforce that reflects our diverse society. We welcome applications from Indigenous Australians, people from diverse cultural and linguistic backgrounds and people with disabilities. We are committed to providing an environment that values diversity and supports employees to reach their full potential.

Defence will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have individual requirements that need to be accommodated in order to participate in an interview or assessment centre please inform the contact person listed on the front of this Information Pack.

For confidential advice contact: diversitypolicyandprograms@defence.gov.au.

Relocation Assistance

For **ongoing** positions, successful applicants will be provided with relocation assistance, if required, and in accordance with Defence policy. Further information on relocations assistance will be available to the successful applicant through the Chairperson of the selection panel.

For **non-ongoing** positions, relocations assistance, if required, must be discussed with the Contact Officer for consideration.

Employment Agreement

Terms of the Engagement

The successful applicant for the position noted in this Information Pack will be engaged under the *Public Service Act 1999*.

Remuneration Package

In accordance with Defence Enterprise Agreement ([DEA](#)) 2017 - 2020 the successful candidate will receive an attractive remuneration package with a salary within the range noted on the front page of this Information Pack and superannuation paid in accordance with legislative requirements.

Flexible Working Arrangements

Defence assists its Australian Public Service (APS) employees to balance their work and lives through the provision of flexible working arrangements and conditions, flexible leave arrangements and by promoting wellbeing in the [Defence Enterprise Agreement \(DEA\) 2017 - 2020](#).

For more information on workplace flexibilities within Defence, please refer to our [Work Life Balance](#) web page. Should you require consideration of a flexible working arrangement (e.g. flexible working hours or part-time hours) this should be discussed at interview.

Australian Public Service Values

The Australian Public Service have Values and Employment Principles that shape the organisational culture of the Public Service. The Australian Public Service is:

- Impartial
- Committed to Service
- Accountable
- Respectful
- Ethical

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The values and employment principles can be found at the [Australian Public Service Commission website](#).

Defence Values

The Department of Defence has a framework of values that work alongside the [APS Values](#) and the values of [Navy](#), [Army](#) & [Air Force](#) to reflect the traditions and identities of the Australian Defence Force (ADF) and the APS. The values underpin the Defence corporate culture, contribute to achieving organisational goals and the basis of the behaviours expected of our people and leaders; both APS and ADF.

The Defence Values:

Professionalism	Striving for excellence in everything we do.
Loyalty	Being committed to each other, our leaders and the organisation.
Integrity	Doing what is right.
Courage	The strength of character to do what is right – extending to both courage of convictions (moral courage) and courage in harm's way (physical courage).
Innovation	Actively looking for better ways of doing business.
Teamwork	Working together with respect, trust and a sense of collective purpose.

Defence Leadership Behaviours

Defence is committed to implementing a strong performance culture. A key component of this is to increase the focus on supervisory and leadership requirements. Key behaviours required for all leaders and supervisors are:

- I am a **leader** who is focused on achieving Defence outcomes and I ensure my team understands how their work contributes to these **outcomes**.
- I build teams through managing performance **honestly** and **respectfully**.
- I seek out and accept the **diverse perspectives** of others in exploring opportunities and solving problems; I trust they will offer good ideas and will challenge in a constructive and respectful way.
- I take calculated **risks** and make **judgements** about what risks are necessary and acceptable to deliver the outcome.
- I am **accountable** for my actions and how I respond to the actions of those around me.
- I learn and reflect on my **performance** and that of my team.
- I actively adapt and seek to **innovate**.

Application Instructions

We recommend you start your application on eRecruit as soon as possible. It is best to complete your Selection Criteria in Microsoft Word then copy, paste and save each criterion into the system.

For more information please refer to the [Applicant User Guide](#).

All applications must be submitted through the online application system prior to the closing date.

NOTE: Do not withdraw your application for editing. **Once you have withdrawn your application, you will NOT be able to re-submit it or submit another application for this vacancy.**

Further advice on addressing selection criteria can be found the [‘Cracking the Code’](#) publication located on the Australian Public Service Commission website.

You do not need to include written referee reports with your application. However, you should include the names and contact details of two referees who can comment on your work performance. We expect that one of your referees will be your current supervisor or manager. If you don't want us to contact your referees without advising you first, indicate this in your application.

Vacancies will be extended **in exceptional circumstances only**. Applicants requesting an extension **must** contact the Contact Officer **24 hours prior** to the vacancy closing date.

PLEASE NOTE: **APS Careers @ Defence** is for job seekers only. We do not accept unsolicited resumes or applications from recruitment agencies and/or search firms and will not pay fees to any such organisations unless arranged with the provider prior to advertising the vacancy.

Withdrawing an Application

If you have submitted an application, but no longer wish to be considered for the position, you need to withdraw your application online.

PLEASE NOTE: Once you withdraw your application you will be unable to re-submit it or submit another application for this vacancy.

For more information on withdrawing your application via the APS Careers @ Defence eRecruit system, please refer to our [Applicant User Guide](#).

If you withdraw your application **after the closing date**, please **inform the Contact Officer** through the phone number on the front page of this Information Pack.

Selection Process

Defence APS recruitment processes are based on merit which means that we select the best person for the job from a field of applicants. We compare and weigh-up the skills, experience and abilities of each applicant and often use different tools and techniques (such as written applications, interviews and/or work sample tests) to collect the evidence needed to make a merit-based decision.

Merit List

A merit list may be created from the list of suitable applicants which may be used to fill similar position/s in the event a position/s becomes vacant within the 12 months from gazettal date of this position.

Suitable applicants' details may be shared with other APS Agencies in accordance with the [APS Commissioner's Directions 2016](#).

Eligibility

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

Citizenship - To be eligible for employment with Defence, applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived.

Health Assessment - The preferred applicant will be required to undergo a medical examination conducted by the Department's preferred medical provider.

Security Clearance - The preferred applicant may be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

The preferred applicant **MUST** have lived in Australia, or have a checkable background, for at least the preceding:

- **Five** years for BASELINE VETTING clearances, or
- **Ten** years for NEGATIVE VETTING Level 1 / NEGATIVE VETTING Level 2 clearances, or
- POSITIVE VETTING clearances – The checkable period is ten years *OR* from 16 years of age, whichever is greater.

Important: You must be able to provide background information to the Australian Government Security Vetting Agency (AGSVA), to cover the relevant period of time in line with the required security clearance for this position. Details of the information and documents you are required to provide can be found on the [Security Clearance - Fact Sheet](#). Please ensure that you read this information thoroughly and confirm that you are able to provide the necessary documents if you apply for the position.

The security clearance level required for this position can be found on the front page of this Information Pack.

More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

**Thank you for your interest
Department of Defence**