



JOB DESCRIPTION Project Manager

The transformation of the mental health and addictions system of New Zealand needs community leadership and connection to promote better and more equitable outcomes.

Position Details

Position Title:	Project Manager, Full Time, 2 Year Fixed Term
Location:	Wellington
Reporting to:	CEO
Staff Responsibilities:	Nil (this may change as the project progresses)
Date Issued:	March 2019

Purpose of Position

He Ara Oranga – Report of the Government Inquiry into Mental health and Addiction (2018) and its supporting documents have provided an extensive stocktake of the services, issues and opportunities that exist in the current mental health and addictions (MH&A) system. It suggests that radical transformation is required, with a strong emphasis on wellbeing, consumer and whānau participation, improving earlier access and strengthening the NGO sector.

This role is to support the work of Platform Charitable Trust (Platform) and its members by leading, collaborating and implementing *He Ara Oranga*.

Platform's 2019-2022 strategic plan and goals are:

- Goal 1: Leading change** – actively contribute to post-Inquiry system transformation
- Goal 2: We are in this together** – foster strategic partnerships and alliances
- Goal 3: A strong and capable sector** – support community MH&A providers to thrive

Our Values

Platform Trust supports a network of community organisations that provide support to thousands of people whose lives are directly impacted by mental health and addictions, their whānau and the communities where they live. Platform's role is to strengthen the non-government organisation (NGO) sector. We do this by collaborating and providing a contact point for nationwide feedback on issues relating to mental health and addiction community organisations.

Platform’s Positioning (Communications)

Community based mental health and addiction services are closer to the needs of the people; adaptable/agile; creative; more effective; and give better value for money. They already have many of the skills to collaborate with each other, district health boards, GPs and others. They are at the forefront of providing services to support people with mental health and addiction issues and they are a core group in an integrated contemporary mental health and addiction system.

Platform Tone (Communications)

- Evidence based / factually accurate
- People and community focused – usually have a human element
- Celebratory (of the positive work the NGO sector does)
- Plain and accessible language
- Collective voice
- Credible and honest
- Authoritative and professional
- A call to action – outcome focused
- Urgent and concerned
- Non-patronising
- Non-combative
- Proactive
- Responsible
- Engaged

Functional Relationships

- Platform Trustees
- Members of Platform
- Other national associations and networks
- Community networks, groups and agencies
- Government agencies such as Ministry of Health, Ministry of Social Development, Department of Corrections

Key Tasks

Key tasks	Actions/means by which results will be achieved
Mental health and addiction leadership	Take a leadership role in the mental health and addiction sector by representing Platform’s membership, specifically: <ul style="list-style-type: none"> • Lead Platform’s contribution to <i>He Ara Oranga</i> implementation. • Attend meetings, conferences and seminars as directed by the CEO. • Develop an awareness of the issues in the mental health and addiction sector and identify opportunities to promote Platform and our members.
Engage with members and others within the NGO sector to encourage and understand, Platform’s approach to <i>He Ara Oranga</i> and our strategy. Ensure advice, consultation and writing supports the promotion and implementation of <i>He Ara Oranga</i> from an NGO perspective.	Disseminate timely and quality information and advice: <ul style="list-style-type: none"> • Identify and monitor issues relevant to the work of <i>He Ara Oranga</i> in the media and other information sources. • Collect information and undertake investigations to support reports using networks and other Platform resources. • Respond to research and information requests. • Prepare feedback on mental health and addiction and related issues for the CEO and the Trustees. • Understand the trending issues for NGOs in New Zealand and internationally.

Key tasks	Actions/means by which results will be achieved
	<ul style="list-style-type: none"> • Develop and maintain an evidence base to support submissions, papers and advice that align with Platform strategy and approach to <i>He Ara Oranga</i>. • Deliver quality advice and information that is well analysed, written and timely.
Engage with members and others within the NGO sector on the co-design and implementation of <i>He Ara Oranga</i>	<ul style="list-style-type: none"> • Continue to find ways of building Platform's influence, membership and network and look for opportunities to ensure our members see benefits for being part of Platform. • Be a connector between the many allied areas of activity and interest.
Manage Platform's social media to ensure the work we do promotes <i>He Ara Oranga</i> work and is up to date, meaningful and engages our audience.	<p>Use the Platform website and social media to communicate with the wider public as a way of inspiring social change:</p> <ul style="list-style-type: none"> • Use Platform's website and other social media to engage and communicate with the wider public. • Update Platform website and other social media as a means to disseminate new ideas, messages and share issues that impact members and the work of Platform. • Monitor and contribute to ongoing improvements and developments in achieving Platform's objectives.

Person Specification

The ideal appointee will be able to demonstrate the following:

Personal Skills and Attributes

- Innovative thinking, with proven ability to find new approaches and solutions.
- A curiosity, experience or knowledge about changing ways of service delivery through approaches such as co-production, system design, citizen participation.
- A strong connector and relationship builder.
- Proven experience in working interdependently in a collaborative space with small teams.
- A commitment to representing equity considerations across all issues in the context of community organisations.

Professional Skills and Knowledge:

- Proven experience in undertaking research and managing projects.
- Knowledge of the public sector and government and NGO relationships.
- Proven experience in community service delivery organisation and/or government.
- Demonstratable analysis of mental health / human rights / disability rights and the context in today's society.
- Proven experience planning for deliverables and results including strong work management skills
- Excellent oral and written communication skills.
- Experience in the use of database technologies and use of online resources.
- Knowledge of managing and updating websites, Facebook and Twitter.

Educational Attainment

A relevant tertiary qualification or equivalent experience.

Competencies

Competency	
Building relationships	<p>Projects credibility and builds rapport and establishes effective relationships with others.</p> <p>Manages differences of opinion with tact and diplomacy.</p> <p>Has a strong human rights value base, valuing inclusion, equity and diversity.</p>
Communication	<p>Expresses opinions, concepts and information well and is able to engage in a variety of communication styles to suit the audience.</p> <p>Able to tailor messages and tone to a broad range of audiences.</p>
Action oriented	<p>Take responsibility for own work, recognises opportunities and acts with a minimum of direction.</p>
Implements change	<p>Recognises the opportunities that change presents and able to engage with others to lead and manage to respond positively to change. Using project and change methodology.</p>
Analysis and research	<p>Gathers and analyses information to determine relationships, pattern, causes and effects.</p> <p>Identifies options and reaches well-formed conclusions.</p> <p>Can synthesise complex and often conflicting input and articulate a collective viewpoint that may not be their own.</p>
Persuading and influencing	<p>Gains the co-operation of others by seeking their points of view.</p> <p>Understands differing views and identifies points of agreement.</p> <p>Negotiates solutions to meet the objectives of all parties where possible.</p> <p>Confidently advocates a preferred approach.</p>
Judgement and decision making	<p>Considers the information and options available.</p> <p>Makes timely decisions taking into account the wider context and likely consequences.</p>
Social media	<p>The ability to engage and connect with our members and others using social media for good, to express thoughts, ideas and stories clearly and effectively using various social media platforms such as Twitter, Facebook, websites etc.</p> <p>Able to monitor, improve and update performance of websites.</p>

Please note: Due to this being a new position, it is recognised that the job description may need reviewing as the ideal candidate has had the opportunity to develop and establish the role with the CEO.

Please send your CV and covering letter to recruitment@cubalteam.com by 5 pm 12 April 2019.