

Information Pack for Advertised Positions

Thank you for your enquiry. This pack contains:

- information about the role and our organisation,
- guidelines for applying and
- the selection criteria we will be using to select the right candidates.

Suicide Prevention Regional Response Coordinator

Location: Dubbo, Orange, Bathurst or Broken Hill

**Full time maximum term contract to 30 June 2025
(with possibility of further extension)**

Western NSW Primary Health Network (WNSW PHN) is currently seeking a motivated individual who has a passion for primary healthcare and community wellbeing.

The Suicide Prevention Regional Response Coordinator will play a key role in coordinating suicide prevention, aftercare and postvention initiatives in the WNSW PHN district, while also taking primary responsibility for engagement, coordination and integration of early intervention and suicide prevention activities across regional stakeholders and service providers.

The Suicide Prevention Regional Response Coordinator will

- establish governance groups, developing local action plans and establishing suicide response protocols.
- be a key contact for the National Aboriginal Community Controlled Health Organisation's Culture Care Connect Program,
- engage with the Suicide Prevention Network and community of practice events
- participate in the suicide prevention capacity building program, which provides expert research, evidence, and implementation support to communities across Australia

The Suicide Prevention Regional Response Coordinator will partner with agencies leading suicide prevention, aftercare and postvention support services to promote evidence-based suicide prevention and postvention approaches and to ensure integration with funded primary mental health services. This includes being a key contact for the National Aboriginal Community Controlled Health Organisation's (NACCHO) Culture Care Connect Program. This role will also commission targeted regional initiatives for suicide prevention within WNSW PHN district. These interventions will focus on strategic activities to reduce the incidence and impact of suicidality with region, addressing gaps in services, building community capability and resilience across the lifespan, integrating suicide prevention activities with funded stepped care mental health services and at times commissioning new services.

If you have any questions about this position after you have read this document, please contact **Choley MacNaughton** on **0400 324 874**.

Applications should be submitted via email by 11.59pm 21 March 2023 to: hr@wnswphn.org.au

WNSW PHN is an Equal Employment Opportunity employer. Aboriginal and Torres Strait Islander people are encouraged to apply.

WNSW PHN recognises the significance and value of ensuring its work is informed by the specialised and experience-based knowledge of people who have lived experience of mental health difficulties or suicide.

WNSW PHN encourages people with lived experience to apply, as your individual story and experience is vital to help WNSW PHN build understanding, reduce stigma and discrimination, and improve the quality of knowledge sharing opportunities.

Selection Criteria

Essential

- Specialist expertise in suicide prevention, mental health or alcohol and other drug service delivery.
- Experience in project management with the ability to demonstrate strategic influence and successful outcomes.
- Ability to establish and maintain relationships with people at all levels and forge useful partnerships with people across business areas, functions, and organisations
- Proven track record in change management and delivering strategic outcomes, in a health-based environment.
- Capacity to travel within western NSW; hold a current driver's licence.

Desirable

- Degree in health, social sciences, or related field.
- Knowledge of procurement and commissioning within a Primary Health Network environment.
- Lived experience with mental health difficulties, Drug and Alcohol or suicide.
- Experience working in the health, NGO or community services sectors
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.

About Western Health Alliance Ltd (WHAL)
trading as Western NSW Primary Health Network (WNSW PHN)

The Western NSW PHN (WNSW PHN) is one of 31 Primary Health Networks across Australia. We are an independent, not-for-profit organisation funded by the Commonwealth Department of Health, established to support frontline health and wellbeing services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time.

WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers. We work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community to plan and fund programs that support local health services to meet the health needs of our communities.

Benefits to working with WHAL

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

- Generous salary packaging options up to \$18,450 per year
- Professional development allowance and leave
- Family friendly and flexible working arrangements
- Collaboration with passionate likeminded professionals
- 5 weeks annual leave
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Fitness Passport
- Additional leave between the Christmas and New Year period
- 6 weeks paid parental leave
- Free Employment Assistance Program

Guidelines for applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the **Work with Us in the 'About Us'** section of our website <https://wnswphn.org.au/workwithus>

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PLEASE NOTE:

As part of your application, you must provide a separate statement addressing each of the selection criteria as well as your resume. If you do not provide these two documents, your application will automatically not be accepted.

Applying for a position

- Obtain and carefully read the information pack for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If you need to seek clarification or additional information on the organisation and/or the position, contact the appropriate person identified in the pack.
- Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).
- Be aware of the closing date and where and how to lodge your application. If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

Include in your application

- ☐ A cover letter introducing yourself and outlining your interest in the position
- ☐ Statement addressing each of the selection criteria (as listed on the last page of this document)
- ☐ Resume/Curriculum Vitae (CV) that should include information about:
 - a. contact details including telephone number and email address
 - b. education/qualifications
 - c. an employment history summary including (for each position):
 - i. the employer
 - ii. start and finish dates
 - iii. your position/title
 - iv. your responsibilities and achievements in the position
 - d. a summary of your skills
 - e. professional memberships
 - f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

Submit your application

Applications should be submitted via email hr@wnswphn.org.au.

Please do not apply via Seek.

Applications that do not address the selection criteria will not be considered

Position Description

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|--------------------------|--|
| Position Title: | Suicide Prevention Regional Response Coordinator |
| Position Location: | Dubbo, Orange, Bathurst or Broken Hill |
| Position Reports To: | Portfolio Lead Suicide Prevention & Psychosocial Support |
| Portfolio: | Planning and Engagement Team |
| Contract Type: | Maximum Term Full-time Contract Until 30 June 2025 |
| Industrial Instrument: | Western Health Alliance Ltd Enterprise Agreement 2021 |
| Position Classification: | Level 4, Grade 1 |
| Delegated Authority: | Nil - As defined in the Delegations Procedure |

Position Purpose

The Suicide Prevention Regional Response Coordinator will play a key role in coordinating suicide prevention, aftercare and postvention initiatives in the WNSW PHN district, while also taking primary responsibility for engagement, coordination and integration of early intervention and suicide prevention activities across regional stakeholders and service providers.

The Suicide Prevention Regional Response Coordinator will

- establish governance groups, developing local action plans and establishing suicide response protocols.
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Key Responsibilities:

- Improve care coordination and service pathways for people at risk of, or bereaved by, suicide.
- Coordinate and drive the targeted regional initiatives for suicide prevention/activities as commissioned by W NSW PHN
- Collaborate with key external stakeholders and internal stakeholders to drive innovative approaches to suicide prevention and post-vention services.
- Lead the establishment of regional suicide prevention collaboratives with key stakeholders across the District.
- Lead the development of a Regional Suicide Prevention Implementation Plan to guide W NSW PHN approach to community engagement, governance, and commissioning.
- Coordinate the representation of W NSW PHN in community and strategic forums to support and provide leadership for suicide prevention initiatives.
- Undertake data analysis and research to identify communities with the highest need for suicide prevention supports and services and enable care and recovery to vulnerable populations.
- Engage with the NACCHO Culture Care Connect Program.
- Participate in the Suicide Prevention Network, community of practice events and suicide prevention capacity building program.
- Prepare W NSW contribution to the comprehensive evaluation of the targeted regional initiatives for suicide prevention and develop recommendations for future action.

Work Health and Safety

- Take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply with WNSW PHN policies and procedures relating to health and safety.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.

Statement of Organisational Commitment

The WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe and aware models of care, ensuring access to quality health care and commissioned services. WNSW PHN recognises Aboriginal people as the original inhabitants of Australia and as the Traditional Custodians of the land. We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

General Responsibilities:

- Demonstrate a commitment to [WNSW PHN's vision and values](#).
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Ensure WNSW PHN health literacy principles and practices are known and applied.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.
- Demonstrate and embed culturally safe practices into all work outputs and the workplace.

Competency Framework Key behaviours (refer to WHAL Competency Framework)

| Core Competencies | Role Requirement Level |
|----------------------------|---|
| Analytical Thinking | (3) – <i>Sees multiple links:</i> Analyses a general situation and considers several potential causes of events. Recognises the links between several parts of a problem. May perform complex calculations and data analysis and interpret results. Considers the cost and resource implications of alternative solutions. Determines priorities of problems based on evaluation of the impact on productivity, staff and cost. |
| Initiative | (3) – <i>Is decisive and takes accountability in situations that call for prompt direction:</i> Acts quickly and decisively when it is difficult to make a decision, typically has confidence in decision making gained through experience. Accepts independent responsibility for finding a solution to a problem and will act quickly to implement. |
| Customer Focus | (4) <i>Delivers best practice customer service:</i> Takes practical steps to add value and improve things for the customer. Proactively anticipates customer needs to improve relationships and ensures that responsible groups are appropriately resourced to meet customer needs. Contacts others who are not personally involved to hear their views and get background information. Will independently use discretion in the face of uncertainty to solve customer problems. |

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| Learning Orientation | <i>(3) - Implements plans to ensure long-term knowledge and capability:</i> Learns about strategic business and technical requirements, considers overall organisation issues and develops an understanding of personal development requirements. Personally, acts to build knowledge, (utilises relationships with external interfaces such as consultants, universities etc. and continues personal learning), in order to best serve future company or business needs. |
| Results Focus | <i>(3) – Improves overall team performance:</i> Focuses on setting challenging goals for self and team that are most critical to work area performance and that are in line with the overall vision/strategy of the organisation. Makes specific changes to noticeably improve current team performance and the overall effectiveness of the work area. |
| Teamwork and Co-operation | <i>4) - Builds team effectiveness:</i> Acts to promote a positive work environment to maximise performance of a team. Involves contributing to the selection of the right mix of people to maximise team spirit and cooperation, celebrating success, and dealing with conflict. |
| Influencing & Negotiation | <i>(3) - Focuses on areas of interest to influence and adapts approach to fit audience:</i> Understands the knowledge and levels of interest of others and adapts the style or content of approach to suit. Will take care to highlight the benefits of a plan and persuade others that the preferred approach is an achievable solution. Will deliver clear succinct presentations using ad hoc comments and minimise the technical detail to focus on key areas of interest to the audience. |
| Planning & Coordination | <i>(3) – Monitors and facilitates others' activities:</i> Effectively co-ordinates projects or specific improvements in a team or work area. Is able to think through and produce a broad plan and detailed schedule to forecast the activities required to achieve the desired outcome. Facilitates meetings, monitors the day-to-day contributions of others and watches performance and cost targets to ensure that project objectives are being met. |

Selection Criteria:

The knowledge, skills, experience, and qualifications for this role are:

Essential

- Specialist expertise in suicide prevention, mental health or alcohol and other drug service delivery.
- Experience in project management with the ability to demonstrate strategic influence and successful outcomes.
- Ability to establish and maintain relationships with people at all levels and forge useful partnerships with people across business areas, functions, and organisations
- Proven track record in change management and delivering strategic outcomes, in a health-based environment.
- Capacity to travel within western NSW; hold a current driver's licence.

Desirable

- Degree in health, social sciences, or related field.
- Knowledge of procurement and commissioning within a Primary Health Network environment.
- Lived experience with mental health difficulties, Drug and Alcohol or suicide.
- Experience working in the health, NGO or community services sectors
- Experience in working with Aboriginal people, organisations and communities in view of planning and implementing services and achieving outcomes for Aboriginal people.

Special Conditions:

- An understanding and commitment to [Cultural Safety](#) in the workplace.
- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

Appointment Prerequisites:

- Based on our assessments for operating a safe workplace in compliance with our WHS obligations, an inherent requirement of this role is that you will need to provide confirmation and supporting proof that you have been fully vaccinated against COVID-19

or any comparable future virus. This ensures that you, employees and community's safety and wellbeing is at the forefront of our site-based work.

- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check.
- Working with Children check (if applicable to role).