

ROLE DESCRIPTION

Role Title:	Content Development Officer
Role reports to:	Project Lead, Families
Role Created/ Reviewed Date:	September 2021 / Reviewed April 2024
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

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.

Emerging Minds leads the delivery of The National Workforce Centre for Child Mental Health, funded by the Australian Government. This initiative:

- develops innovative information and resources for clinical, non-clinical professionals and families to improve the mental health of infants and children;
- supports the development of knowledge, skills and practice for professionals working with children and families who would benefit from prevention and early intervention, including those children who experience trauma; and
- supports the development of knowledge, skills and practice for professionals working with the parents and guardians of these children, with a view to assisting parents and carers to care effectively for their children.

ROLE CONTEXT

Primary Objective(s) of role:

Reporting to the Project Lead, Families, the Content Development Officer is responsible for the development of innovative information and self-guided resources aimed at improving the mental health outcomes for infants and children as well as the parenting practices of parents/guardians to support children. The incumbent will work closely with other members of the Families and Education and Practice Development teams, and in close collaboration with family members, professionals and researchers to inform the development of content and strategies.

The role will focus on co-developing accurate, accessible, actionable health information and self-management tools and resources for children and families who would benefit from prevention or early intervention support.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- Reports to the Project Lead, Families
- Manager, Digital Health
- Families and Education team
- Practice Development team.
- All employees within Emerging Minds.

External

- Key researchers and stakeholders
- Professional bodies and professionals both clinical and non-clinical.
- Children and parents/guardians.
- Peak bodies.
- Media and companies producing resources for Emerging Minds including Artist Made Productions.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Collaborate and review content development for child mental health strategies to initiate and manage the development and evaluation of innovative information and resources for families in association with key stakeholders to support the mental health outcomes of infants, children, adolescents and their families.
- Foster and promote the professional and public profile of Emerging Minds.
- Contribute to the effective performance of the Families portfolio by contributing to strategic and operational leadership.
- Build partnerships with a range of professionals with the purpose of developing content that supports practices that improve the mental health of infants and children.
- Provide content reviews to ensure that Emerging Minds key messages are consistent in content received from external organisations.
- Lead sector and topic-based prevention and early intervention strategies that improve practice skill and knowledge for practitioners.

Delegations:

NIL

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & 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.

The incumbent will be required to undertake one hour of supervision per fortnight and demonstrate the development of skills in content development and learning design.

General Requirements:

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including 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:

- 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 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 6 month probationary period.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Content Development.	<ul style="list-style-type: none"> • Deliver timely and quality content development packages including online resources, short courses, podcasts, animations, and self-guided tools, in collaboration with the Project Lead – Families. • Collaborate with Practice Development Officers, families and other key stakeholders to ensure quality knowledge translation of workforce packages for families.



	<ul style="list-style-type: none"> • Provide content reviews to ensure that Emerging Minds key messages are consistent in content received from external organisations. • Provide consultancy and knowledge from key areas of expertise to inform the development of learning products and resources. • Collaborate 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. • Analyse key data and evidence to inform workforce development products and resources. • Identify and implement opportunities for integrated and coordinated strategies to support capacity in parents and families. • Collaborate with key Practice Development Officers to identify and implement opportunities for integrated and coordinated workforce development learning and service planning and delivery. • Contribute to the evidence base relating to strategies to support child and family mental health. <ul style="list-style-type: none"> ○ support the preparation of publications/presentations for a range of audiences; and ○ liaise and collaborate with key research groups both in Australia and overseas to enhance the evidence base in relation to services to improve mental health outcomes for infants, children and their families. • Plan, develop, coordinate, and implement child mental health literacy projects that support the promotion and release of resources and tools to professional groups. • Support the preparation of publications/presentations for a range of audiences. • Liaise and collaborate with key research groups both in Australia and overseas to enhance the evidence base in relation to services to improve mental health outcomes for infants, children and their families.
<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> • Develop and maintain strong collaborative relationships with people with lived experience, their families, carers, key stakeholders and members of the community to ensure that their experience is included in the development of strategic initiatives. • Establish and foster strong collaborative relationships with practitioners during the development of content. • Identify and build relationships with key stakeholders and promote collaborative partnerships to enhance the development of content. • Lead and engage in reviews which are aimed at improving Emerging Minds' content and ensuring its alignment with the organisation's key messages about children's mental health. • Gather information from key stakeholder groups to proactively identify and address emerging issues that may impact on the objectives of the program.
<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Support the installation of a proactive approach and culture of continuously reviewing and improving resource planning, policies, services and programs across Emerging Minds. • Ensure the quality of services are continually evaluated and improved through developing a culture of risk awareness and responsiveness. • Ensure evolving principles and practices are included to facilitate continuous improvement, and position Emerging Minds as a leading Australian and International workforce development organisation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS	
Qualifications/ Experience	<ul style="list-style-type: none"> An entry level Degree/Diploma in health, education, social or behavioural sciences and/or demonstrated significant experience in developing content relating to child and adolescent mental health.
Writing and Content Development	<ul style="list-style-type: none"> Demonstrated experience in developing written content to disseminate knowledge to a wide audience. Demonstrated experience in translating complex content and information into easy-to-read resources suitable for a variety of literacy levels.
Communication and Interpersonal Skills	<ul style="list-style-type: none"> Ensure the adherence of confidentiality and integrity in dealing with issues of a sensitive nature. Ability to communicate, both verbally and in writing, to a wide range of people across national jurisdictions on a range of sensitive and complex issues. Ability to present at public forums and conferences on practices, evidence and strategies to support improved mental health outcomes for infants, children and their families.
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 the impact of adult problems on parenting and the mental health outcomes for infants and children (0-12 years). Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, with Aboriginal and Torres Strait Islander peoples social and emotional wellbeing. Demonstrated understanding of Primary Health Care
Organisational Skills	<ul style="list-style-type: none"> Demonstrated experience in accomplishing the objectives of complex project/s utilising high levels of initiative. Demonstrated understanding of quality improvement and implementation to support practice change. Demonstrated ability to develop and implement constructive and innovative practices and procedures to assist and facilitate the achievement of organisational goals. Ability to translate evidence-based knowledge to inform context based and sector workforce practice. Proven ability to determine priorities, meet tight deadlines, and produce a high standard of work under pressure.



**emerging
minds***

Advancing the
mental health
of infants, children
and adolescents

DESIRABLE CHARACTERISTICS	
Qualifications	<ul style="list-style-type: none">• A post graduate degree in in health, public health, education, social or behavioural sciences.
Development of Education and Training Resources	<ul style="list-style-type: none">• Experience in the development, delivery and evaluation of training and practice education programs in relation to the mental health of infants, children, adolescents and their families and carers.• Experience in creating resources focused on the experiences of parents with a mental illness and/or their family members.• Experience in facilitating training and education through the principles of adult learning and expectations of accrediting professional bodies.• Experience in the development of education and training that is inclusive of flexible learning approaches; including the use of technology, e-learning, face to face and blended learning.
Attributes/Experience	<ul style="list-style-type: none">• Experience in the development, delivery and evaluation of workforce development strategies regarding child and family mental health.• Experience in the development and evaluation of quality information resources for parents, children and young people.• Proven experience in the preparation of articles for publication in refereed professional journals.

Approvals

Role Description Approval

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

Name: Bradley Morgan

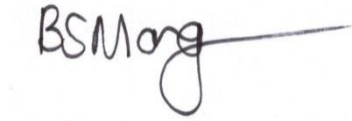
Role Title: Program Director

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Signature:

Date: 30 / 04 / 2024



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Role Acceptance

Incumbent Acceptance

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

Name:

Signature:

Date: