<table>
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<th><strong>Position Description</strong></th>
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<td><strong>Position Title:</strong></td>
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<td><strong>Award:</strong></td>
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<td><strong>Classification:</strong></td>
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<td><strong>Tenure Status:</strong></td>
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<td><strong>Hours of work:</strong></td>
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<td><strong>Position Location:</strong></td>
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<td><strong>Reports to:</strong></td>
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<td><strong>Supervisor to:</strong></td>
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<td><strong>Liaises with:</strong></td>
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<td><strong>Authorities and Delegations:</strong></td>
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PANDA’s Purpose

PANDA supports individuals and families across Australia affected by emotional and mental health difficulties during pregnancy and in the first year of parenthood. PANDA operates Australia’s only National Helpline for individuals and their families to recover from perinatal mental illness like perinatal anxiety and depression, which affects up to one in five expecting or new mums and one in ten expecting or new dads.

PANDA’s Service Delivery

PANDA currently receives both Commonwealth and State government funding to deliver a range of services to families affected by perinatal mental health challenges and to provide education to professionals and the community. PANDA also undertakes a range of fundraising activities, generating additional funds required to maintain and improve services and programs.

PANDA’s Vision

A society where perinatal mental health is valued and understood and where stigma and systemic barriers to seeking help no longer exist.

PANDA’s Values

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<th>Attribute</th>
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<tr>
<td>Accountability:</td>
<td>We take responsibility for our actions and are accountable to each other and our stakeholders for our performance and integrity.</td>
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<td>Collaboration:</td>
<td>We work collaboratively with others to share knowledge, skills and experiences.</td>
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<td>Effectiveness:</td>
<td>We strive to be effective, make the best use of resources and encourage innovation.</td>
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<tr>
<td>Equity:</td>
<td>We are committed to overcoming discrimination and disadvantage and promote fair and just access to services and information.</td>
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<tr>
<td>Integrity:</td>
<td>We act with integrity and honesty and are guided by ethical and moral principles in all that we do.</td>
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<tr>
<td>Respect:</td>
<td>We treat people with respect and dignity at all times.</td>
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About this role

To assist in the management and delivery of SMS4dads project tasks, preparation of reports, data analysis and collaboration across agencies and jurisdictions in relation to PANDA.
## Key Responsibilities

Project Leads work toward a vision that focuses on improving the quality of mental health and wellbeing for our community. Reporting to the Marketing & Communications Manager, the Project Lead SMS4dads and Men’s Health will have a lead role in delivering the SMS4dads initiative and supporting the delivery of PANDAs mens health program.

Key responsibilities include:

### SMS4dads - 0.6FTE – Delivery of the SMS4Dads workplan
- Organise and manage relationship between PANDA and SMS4dads staff
- Analysis of opportunities to publicise and develop SMS4dads within PANDA
- Development of a network of PANDA local champions to promote SMS4dads across states and territories
- Co-development of some SMS4dads texts, particularly to support partners of mothers experiencing perinatal mental illness.
- Assist in the development of SMS4dads Rural and Regional program
- Effectively link PANDA procedures to the development and delivery of SMS4dads
- Liaise between PANDA and Newcastle-based SMS4dads staff
- Be responsible for the design, management and conduct of PANDA-based contributions to SMS4dads
- Raise awareness of the father’s role in supporting mothers with perinatal mental illness
- Deliver education to health services staff in rural and remote areas (remotely)
- Deliver tailored SMS4dads program to fathers whose partners have mental illness in rural and remote areas
- Coordinate media and promotion activity with PANDA teams

### PANDA men’s health – 0.2FTE
- Implementation of program activities that support health priorities of men
- Adhere to standardised work processes, procedures and performance targets
- Ensure performance targets for the program are set and achieved
- Assist with research and analysis to support the development of key projects, and
- Monitor resource utilisation to ensure program meets the needs of stakeholders
- Written and verbal reports to Program Manager as requested/required
- Prepare a range of program related documents for key stakeholders as required, including status updates, reports, and discussion papers
- Impacts on the performance of a project are dealt with in an effective and timely manner and are communicated to the manager
- Participate in knowledge management activities, particularly identification, acquisition, sharing and preserving knowledge
- Ensure key program information is recorded and monitored
- Responsible for gathering, organising and sharing own explicit and tacit knowledge, and,
- Update relevant databases of good work practices and lessons learned to retain organisational knowledge.
### Key Selection Criteria

**Essential**
- Demonstrable experience in a similar role in mental health or public health
- Project management skills with a demonstrated capacity to act independently within established guidelines
- Excellent data management and report writing skills
- Proven experience in prioritising work, handling pressure and meeting deadlines
- Ability to work in a highly mobile manner to meet the needs of this national partnered activity
- High level of stakeholder engagement
- Working collaboratively with line manager and team members (internal and external) to meet the objectives of the organisation and project activity.
- Utilising high levels of verbal communication, interpersonal and negotiation skills to establish and maintain relationships with key stakeholders.

**Desirable**
- A clinical understanding of perinatal mental health
- Website operations, video editing and social media (Facebook, Twitter, YouTube)

**Personal Qualities:**
- Excellent communication skills, both written and verbal
- Strong ability to build and maintain positive internal and stakeholder relationships
- Able to work inline with the PANDA values

### Skills, Qualifications and Experience

Tertiary qualification in communications or clinical, health or quality related studies, or relevant ‘on the job’/ professional skills and expertise.

### Health and Safety Responsibilities

All staff are required to take reasonable care for their own health & safety, and the health and safety of others who may be affected by their conduct.

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**Employee Name**

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**Employee Signature**

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**Date**

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