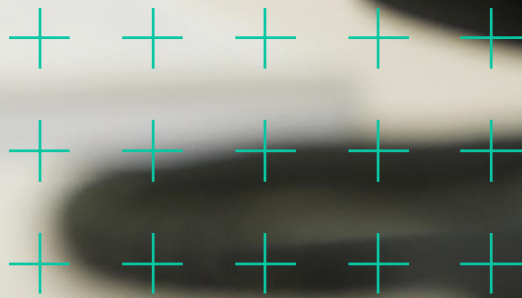
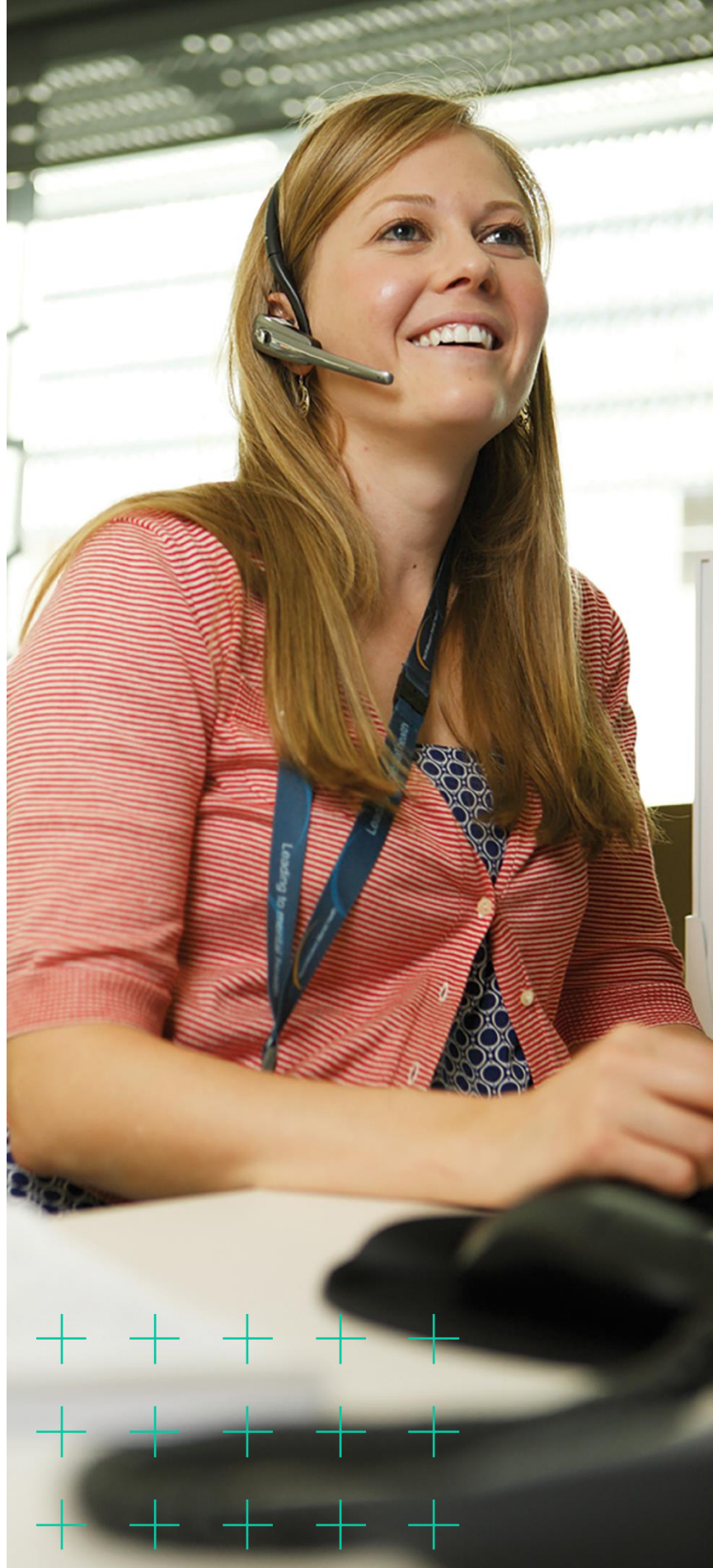




**The Royal
Melbourne
Hospital**

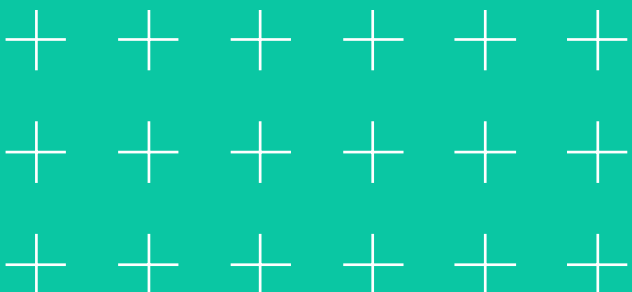
**Advancing
health
for everyone,
every day.**

**Join The Royal
Melbourne Hospital's
NorthWestern Mental
Health Service**



Position Description

**Lived and Living Experience
Workforces Projects Educator,
Centre for Mental Health Learning
(CMHL)**





About The Royal Melbourne Hospital

As one of Victoria's largest public health services, the Royal Melbourne Hospital (RMH) provides a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, oncology, cardiology and virtual health.

We are surrounded by a Parkville Precinct of brilliant thinkers, and we are constantly collaborating to set new benchmarks in health excellence - benchmarks that impact across the globe. While the work we do takes us in inspiring new directions; caring for each other, our patients and consumers is as essential to who we are, as any scientific breakthrough we make.

Our people of more than 10,000 strong, embody who we are and what we stand for. We're here for when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing and for delivering excellence together, always.

Our Vision

Advancing health for everyone, every day.

The Melbourne Way

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

Our Priorities

The RMH Strategic Plan: **Towards 2025 Advancing health for everyone, every day** is our plan for the future — one which we are committed to achieving together.

This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



Position Description

Position Title:	Lived and Living Experience Workforces Projects Educator, Centre for Mental Health Learning (CMHL)
Service:	Executive Support Unit
Location:	362 Bell Street, Pascoe Vale South
Reports To:	LLEWs Projects Manager
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2016–2020
Classification:	Lived Experience Worker Level 4 Year 1
Immunisation Risk Category:	Category C
Date of Review:	2023

Position Purpose

This is a fixed-term .5eft role, ending June 2024.

The Lived and Living Experience Workforces Projects Educator will support the implementation of the new Department of Health, Victoria funded Lived and Living Experience Workforces' Development Program (LLEWs). This program directly addresses recommendations from the Royal Commission into Victoria's Mental Health System (2021).

The LLEWs development program 2022-24 involves supporting existing or developing new projects to realise authorised, supported and sustainable LLEWs in public mental health and AOD services. The program is informed/seek to build on the many decades of activism and advocacy by the mental health consumer workforce, AOD consumer workforce, mental health family/carer workforce, and AOD family/carer workforce, people with lived and living experience of trauma, mental health challenges, suicide, substance use or addiction, and their families, carers, and supporters, advocates, and allies. The program also recognises the different needs and perspectives within individual LLEW disciplines. The implication of this is that while some agendas are shared/common among LLEWs, this diversity needs to be acknowledged and supported through the program.

Eight organisations are responsible for delivering different components of this program. The CMHL has responsibility for designing and implementing a range of workforce development initiatives as part of this program, to which the Lived and Living Experience Workforces Projects Educator role will lead/contribute.

The successful applicant will:

- Work effectively and respectfully with colleagues, ensuring that team work and collaboration is central to the work
- Be able to work autonomously and responsibly
- Have well developed written and oral communication skills and excellent interpersonal skills
- Work flexibly in a complex team and manage time effectively

Department Description

The CMHL is the central agency for public mental health workforce development (including lived experience workers) in Victoria, supporting access to quality, contemporary learning and development.



The CMHLs vision is to be the centrepiece for mental health learning in Victoria; leading and driving innovation that strengthens and sustains a flexible, curious, knowledgeable and recovery-focused workforce. CMHL values include: Collective learning, Curiosity & integrity, Engagement & collaboration, Authenticity & connectedness, Innovation & action, and Shared leadership.

NorthWestern Mental Health (Melbourne Health) is the auspice agency for the CMHL.

Key Accountabilities – Position Specific

- Contribute to all planning and delivery components of this program as allocated
- Lead and/or co-lead sector engagement activities as required
- Contribute to, and promote, co-design opportunities wherever possible in this program of work
- Contribute to (and where appropriate lead), training design, delivery, and evaluation
- Engage, collaborate, share, and learn from other designated LLEWs LE educators
- Work effectively with the CMHL LLEWs team to implement the deliverables of the LLEWs program
- Utilise your lived experience expertise to positively shape and shift attitudes toward elevating the voice, value, and position of LLEWs across mental health services
- Commit to CMHL vision and values
- Work with and contribute to the achievement of CMHL's overall objectives/deliverables

All Key Relationships

Internal

- Centre for Mental Health Learning LLEWs Program Coordinator and LLEWs team
- Centre for Mental Health Learning Events and Administration Officer(s)
- Centre for Mental Health Learning Practice Development Coordinators

External

- LLEWs educators in participating organisations
- CLEW, SHARC, VMIAC, TANDEM, HRVIC
- Managers/educators/staff in Victorian mental health services
- Other external providers as appropriate

Selection Criteria

Formal Qualification(s) & Required Registration(s):

- A minimum of Cert IV training and assessment and/or adult education (or equivalent industry experience)

Essential:

- Lived experience of accessing, or trying to access, publicly funded mental health services (preferably in Victoria), or lived experience as a family/carer of someone who has accessed, or tried to access, publicly funded mental health services
- A passion to grow LLEWs development opportunities
- Experience working in a dedicated consumer or family/carer lived experience workforce role in mental health services
- Demonstrated experience working with large groups of diverse stakeholders
- Excellent time management and priority setting skills
- Acknowledge responsibility for own actions and seek assistance when necessary



Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.

Desirable:

- Previous experience working in co-design or co-production activities
- Evidence of own training in co-design or co-production
- Skills in online training design and delivery
- Use of Zoom, Teams, and/or other administrative and event software
- Use of Office365

Health, Safety and Wellbeing

The RMH aims to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors to the RMH.

RMH employees have a responsibility to:

- Maintain an understanding of individual responsibility for patient safety, quality and risk and contribute to organisational quality and safety initiatives;
- Take reasonable care for their own safety and wellbeing and that of anyone else that could be affected by their actions;
- Speak up for the safety and wellbeing of patients, consumers, colleagues and visitors and escalate any concerns that have or could impact safety;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures and cooperate with the RMH in any action it considers necessary to maintain a safe working environment which is safe and without risk.

RMH Employees in supervisory/management roles have, in addition to the above, responsibility to:

- Ensure all health, safety and wellbeing procedures are in place and maintained in their work areas;
- Ensure risk management activities are undertaken and effective risk controls are in place;
- Make sure that training needs for all employees are identified and undertaken as required;
- Ensure incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.

The RMH Key Performance Indicators

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Participation in the RMH and Division/Service specific business planning process (if required);
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to operate within allocated budget (if required).

Clinical Governance Framework

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:



- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

Equal Opportunity Employer

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



Acceptance

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please PRINT IN CAPITALS)

Date (day/month/year)