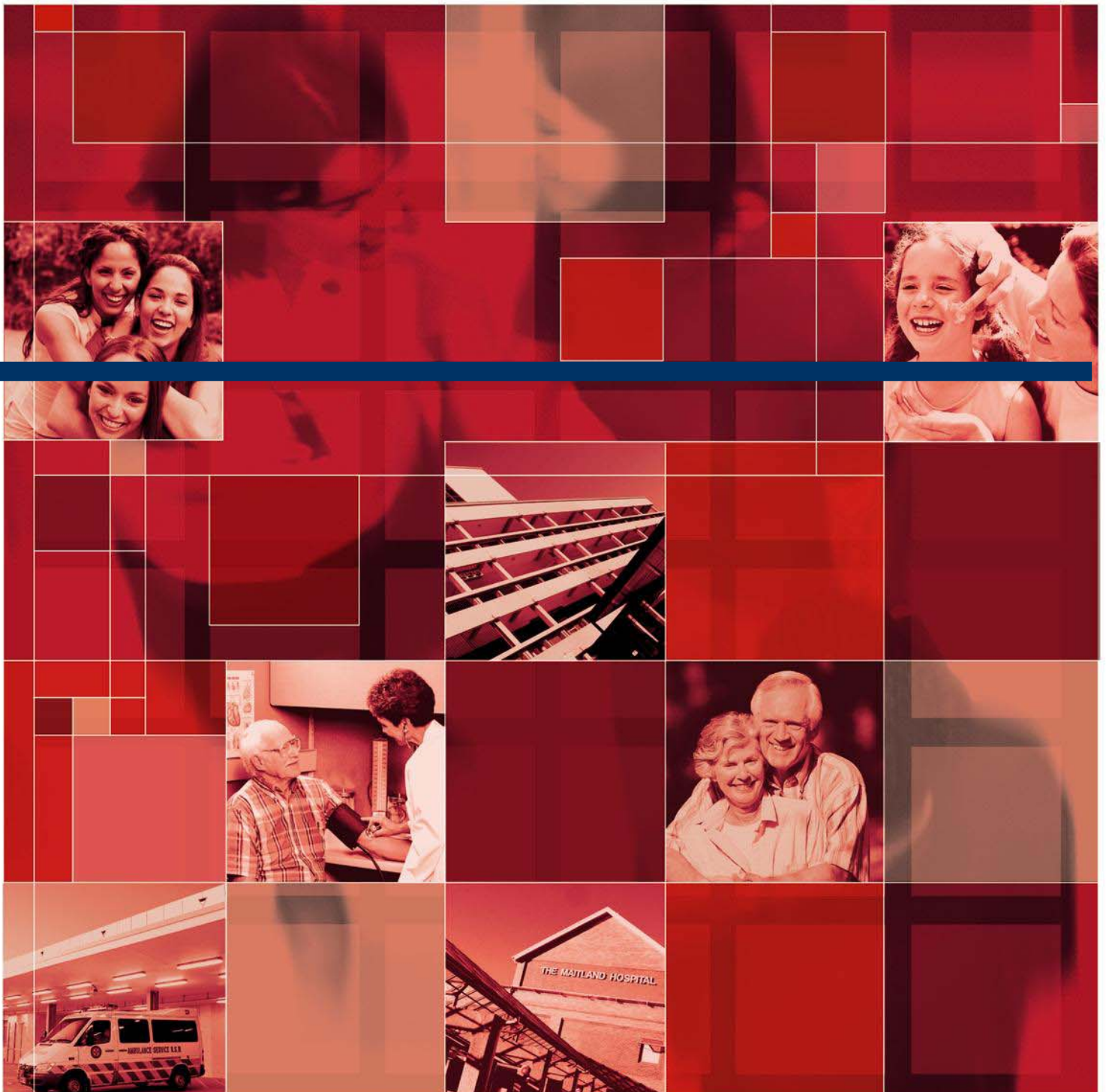


Pages 6-10 must be completed and returned with your selection criteria, resume and referees. The acknowledgement sheet is optional. Please attach the completed forms to the top of your full application and staple in the left hand corner.

## Application Kit

*July 2005*



# Hunter New England Area Health Service

## A message from the Chief Executive – Terry Clout

Thank you for your interest in applying for a position with Hunter New England Health.

This package includes some information about the recruitment process. I encourage you to read this information carefully.



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## What's in this information package?

In this position information package you will find:

- Information about the Hunter New England
- How to apply for a position
- Understanding common selection criteria
- Employment screening / Understanding child protection
- Applicant checklist
- Application for Employment form
- Prohibited employment declaration form

## Information about Hunter New England Health

For information about Hunter New England please visit our web site [www.hnehealth.nsw.gov.au](http://www.hnehealth.nsw.gov.au)

## How to Apply for a position with Hunter New England

Online applications are preferred via Hunter New England Health internet/intranet Jobs Board.

Recruitment applications are processed at Newcastle and Tamworth. Contact details are:

Newcastle Recruitment Office  
[jobs@hnehealth.nsw.gov.au](mailto:jobs@hnehealth.nsw.gov.au)  
PO Box 283  
WARATAH NSW 2291

Tamworth Recruitment Office  
Locked Mail Bag 9783  
TAMWORTH NEMSC NSW 2348

Merit is the basis of selection. Merit is decided with reference to the nature of the duties and the abilities, qualifications, experience, standard of work performance and personal qualities of an applicant only as they are relevant to the position.

Selection panels will be structured to ensure equity, independence and diversity of backgrounds and opinions. Equal Employment Opportunity Principles will be followed. Confidentiality will be maintained and the privacy of all applicants respected.

## Are you interested?

Details in relation to the advertised position are contained in the position description that can be obtained from the Hunter New England Health internet or intranet site. After you have read the position description If you have any enquires regarding the position for which you are applying, please contact the nominated Enquires Officer.

## Writing the Application

This is the important step. What you write and how you answer each of the selection criteria will determine whether you can pass on to the next step - the interview.

First you should fill in the Application for Employment Form. If you have not received one, ask the contact officer to send one. **Offers of employment will not be made without a completed Application for Employment Form.**

Next you should write a statement setting out how you meet the criteria. The best way to set out your statement is to list every criterion as a heading and then explain clearly under each one how you meet it. You may want to write a few paragraphs on each criterion, or to write it in point form.

Use examples, where appropriate, and do not assume that we will know you can do something. If the essential criteria states that you have to have a driver's licence, tell us that you have a driver's licence.

When you address each criterion, you should also include any relevant formal qualifications and experience.

## Resume

You should also include a resume with your application. This should set out details of your education and employment history.

We would like to know all your educational qualifications and what you have studied. You should also tell us what type of work you have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. If you have gained skills, knowledge and/or experience which are relevant to the job but which were gained through voluntary or unpaid work, include them in your application.

## Referees

In your application you should also include the names and phone numbers of at least two referees. Our selection panel might need to contact them so that they can find out more about you.

It is important that you choose your referees carefully, and give us their phone numbers. At least one of these people should be a recent work supervisor, if possible. It is equally important that your referees know that you are applying for the job.

The panel may also want to speak with your referees to get a better picture of you and your work. The panel will usually ask your referees about your past employment and work performance relevant to the selection criteria.

# Hunter New England Area Health Service

## The Interview

If you are selected for an interview, someone will contact you and tell you when and where the interview will be. If you have any special needs such as an interpreter, tell the person who contacts you so that we can make appropriate arrangements.

In general, you will be interviewed by three people who form the selection panel.

The selection panel will ask questions related to the job description and the selection criteria. They will want to know how well you could do the job, and what skills and experience you could bring to the position. Every applicant interviewed will be asked the same core questions.

At the end of the interview you will be given the chance to add other information not previously covered in the interview, and ask questions of your own. These questions should show that you are interested in the job and have an understanding of what is required in the job.

## Getting The Job

After the interview, the selection panel will rank you against other candidates and then make a recommendation about who should get the job.

If you are offered the job, you will usually be told on the phone. We would like to know your decision as quickly as possible. If you accept, a letter will be sent to you to confirm that you have the job.

If we do not offer you the position, but believe that you are suitable for the position, your name may be placed on an eligibility list. Names are placed on this list in order of merit, and may be used if the preferred applicant declines the offer or if the position becomes vacant again within a six month period.

## Criminal Record Checks

A criminal record check is conducted on all employees within the Hunter New England Area Health Service. A criminal record check is a search undertaken by the Criminal Records Section of the NSW Police Service on the recommended applicant for secondment or appointment to a permanent or temporary position within the Health Service before they are given a Letter of Offer of Employment.

A Working With Children Check is required in relation to child related employment

## What You Can Do If You're Unsuccessful

You can speak to the convenor of the selection panel, who will be able to give you constructive feedback on how you went in your application and interview. This discussion may help you prepare better applications in the future, and may help you identify your training and development needs.

# Hunter New England Area Health Service

## Checklist

Before you send your application use this checklist to make sure your application is complete

Have you attached:

- ☐ A completed and signed application for employment form?
- ☐ A statement explaining how you meet the criteria?
- ☐ An up to date resume?
- ☐ Photocopies of your qualifications where necessary?

Have you shown:

- ☐ The name and number of the position you are applying for?
- ☐ Your name and address?
- ☐ A daytime contact telephone number and contact address?
- ☐ The names and phone numbers of at least two referees?

CONFIDENTIAL

Equality of Employment Opportunity is Hunter New England Area Health Policy

### INSTRUCTIONS

1. This application **must be completed** and will not be accepted if relevant sections are not fully completed including CRC and PED forms.
2. Complete a separate application for each position for which you wish to be considered
3. Applications received after the closing date may not be accepted
4. Ensure that an updated curriculum vitae (resume) is attached to your application
5. Should you require an interpreter or assistance with access to premises, you are asked to inform the contact officer

**Please return all applications to the: -**

**Tamworth Recruitment Office**, Locked Mail Bag 9783 TAMWORTH NEMSC NSW 2348

NAME OF UNIT WHERE POSITION IS VACANT: Mental Health Services	DEPT/ SECTION: Promotion and Prevention
POSITION APPLIED FOR: Project Officer: Mental Health and Drought (TPT 16 hpw until 31.08.06)	VACANCY NO: N 5 0 8 2 7

### PERSONAL PARTICULARS (USE BLOCK LETTERS)

Ms / Miss / Mrs / Mr / Dr ..... SURNAME

Male ☐ .....  
Female ☐ ..... GIVEN NAMES

ADDRESS ..... EMAIL ADDRESS .....

SUBURB ..... POST CODE .....

POSTAL ADDRESS .....

TELEPHONE .....  
(STD) ..... HOME ..... (STD) ..... WORK ..... MOBILE .....

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME.....

ADDRESS..... TELEPHONE.....

**Are you an Australian Citizen or Permanent Resident?**

☐ Yes ☐ No

**If not, do you hold a valid Working Visa?**

☐ Yes ☐ No (copy will be required)

Where did you see or hear about the vacancy advertised? (please tick)

- ☐ Sydney Morning Herald ☐ Internal Vacancy Circular ☐ Local Newspaper ☐ Health Intranet
- ☐ Friend / Relative ☐ Internet (indicate Website) .....
- ☐ Other (please specify) .....

### EQUAL EMPLOYMENT OPPORTUNITY

This section is for compliance with EEO legislation only

Country of Birth  Nationality

**Was English the first language of:**

Yourself ☐ Yes ☐ No Your Mother ☐ Yes ☐ No Your Father ☐ Yes ☐ No

**Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?** ☐ Yes ☐ No

**Are you an Australian Aboriginal and / or Torres Strait Islander?** ☐ Yes ☐ No

**It is the policy of Hunter New England Area Health to welcome application from people with disabilities and to attempt to meet reasonable / appropriate work-related requirements of employees. Do you have a disability?** ☐ Yes ☐ No

### DETAILS OF REDUNDANCY PAYMENTS

*Have you received a redundancy payment from a NSW Public Sector Organisation within the last 12 months?*

☐ Yes (name of organisation and date paid ..... ) ☐ No



## OCCUPATIONAL HEALTH AND SAFETY

I have read the inherent job requirements and job demands for the position and these requirements have been explained to me. I have ticked the appropriate statement below:

- ☐ I am not aware of any health condition which might interfere with my ability to perform the inherent job requirements and job demands of this position.
- ☐ I have a health condition that may require the employer to provide me with services or facilities (adjustments) so that I can successfully carry out the inherent job requirements and job demands of the position.
- ☐ I understand that adjustments to the workplace can be made to assist employees with disabilities in carrying out the inherent job requirements and job demands of the position. Any adjustments I need have been discussed with the organization prior to completing this health declaration.

## SELECTION CRITERIA

Please attached a statement outlining your claims to the selection criteria as listed in the Position Description

## REFEREES (regarding work history and/or education)

Please provide names and address of two referees, one of which should be your present or most current employer who will be contacted prior to an offer of employment is considered.

1	<b>Name</b> .....	<b>Title</b> .....
	<b>Address</b> .....	<b>Organisation:</b> .....
	.....	<b>Phone</b> .....
2	<b>Name</b> .....	<b>Title</b> .....
	<b>Address</b> .....	<b>Organisation:</b> .....
	.....	<b>Phone</b> .....
3	<b>Name</b> .....	<b>Title</b> .....
	<b>Address</b> .....	<b>Organisation:</b> .....
	.....	<b>Phone</b> .....

## APPLICANT'S STATEMENT

- A. That all statements in my application are correct to my knowledge and that the making of a false statement may lead to dismissal
- B. That I am required to produce, before commencing duties, documentary evidence of my identity, educational attainment and current professional registration
- C. That it will be my responsibility to obtain documentary evidence of all my previous service to gain recognition for award purposes
- D. That the terms and conditions of my employment will be in accordance with the appropriate industrial award or agreement and the by-laws of the employing Area Health Services as varied from time to time
- E. I will abide by the code of conduct and Hunter New England Area Health Service policies as determined from time to time
- F. To work shift work or reasonable overtime as may be required
- G. That if I am employed as a trainee, my continued employment during my period of training, will be subject to maintaining satisfactory progress in both theoretical and practical training
- H. That any discussion or disclosure of records or information concerning patients, staff or the Area Health Service generally is a serious betrayal of trust and could mean instant dismissal
- I. That it is a condition of my employment that an ID card containing my photograph must be worn or carried at all times (if applicable) and produced on request
- J. That it is a condition of my employment that I am willing to work at any unit of the Area Health Service should this becomes necessary at some future time
- K. That I will notify the Area Chief Executive Officer (in writing) within 14 days, should I appear in court and be convicted of a criminal offence
- L. **Registered Health Professionals and Other Health Service Providers only.** I authorise Hunter New England Area Health to obtain relevant information from the Health Care Complaints Commission and/or Registration authorities, including any conditions placed on my practice
- M. You declare that the qualifications you have asserted to have are genuine and acknowledge that false claims may lead to your dismissal and/or prosecution for any relevant offence**

Signature: .....

Date: .....

## PROHIBITED EMPLOYMENT DECLARATION CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations or the Administrative Decisions Tribunal or the Commission for Children and Young People declares that the Act does not apply to a person in respect of a specific offence.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as:

- an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served; or
- an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW; or
- an offence under Sections 91D-91G (other than if committed by a child prostitute) and 578B or 578C (2A) of the Crimes Act 1900 or a similar offence under a law other than a law of NSW; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

**Child-related employment** means any employment, where at least one of the essential duties of the position involves direct contact with children where that contact is not directly supervised. Section 3 of the *Child Protection (Prohibited Employment) Act 1998* specifies that child-related employment is employment:

- involving the provision of child protection services;
- in pre-schools, kindergartens and child care centres (including residential child care centres);
- in schools or other educational institutions (not including universities);
- in detention centres (within the meaning of the *Children (Detention Centres) Act 1987*);
- in refuges used by children;
- in wards of public or private hospitals in which children are patients;
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership;
- in any religious organisation;
- in any entertainment venues where the clientele is primarily children;
- as a babysitter or childminder that is arranged by a commercial agency;
- involving fostering or other child care;
- involving regular provision of taxi services for the transport of children with a disability;
- involving the private tuition of children;
- involving the direct provision of health services;
- involving the provision of counselling or other support services for children;
- on school buses;
- at overnight camps for children;
- any other prescribed by regulation.

### **Under this Act:**

- it is an offence for a Prohibited Person to **apply for, undertake or remain in** child related employment;
- employers **must** ask existing employees, both **paid** and **unpaid**, and preferred applicants for employment to declare if they are a Prohibited Person or not;
- all child-related employees **must** inform their employers if they are a Prohibited Person or remove themselves from child-related employment. A Prohibited Person is someone who has been convicted of a serious sex offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded;
- penalties are imposed for non compliance.

**I am aware that I am ineligible to apply for, undertake or remain in, child related employment if I have been convicted of a serious sex offence as defined in the *Child Protection (Prohibited Employment) Act 1998* or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.**

**I have read and understood the above information in relation to the *Child Protection (Prohibited Employment) Act 1998*. I am aware that it is an offence to make a false statement on this form.**

***I declare that I am / am not\* a person prohibited by the Act from seeking, undertaking or remaining in child related employment. \*(delete whichever is not applicable)***

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

**Name:** ..... **Signature:** .....

**Date:** ...../...../..... **Contact Telephone Number:** .....

**Note: Seek legal advice if you are unsure of your status as a Prohibited Person**



## CRIMINAL RECORD CHECK CONSENT FORM

**Provide your full name as well as any other names / aliases by which you have been known. Employers are required to sight applicant's original identifying documents as per 100 points ID check.**

	Family or Last Name	Given Name 1	Given Name 2	Given Name 3
Primary Name				
Other / Alias 1				
Other / Alias 2				
Other / Alias 3				
Only the primary name will appear on the Screening Validation Authority issued to agency applicants				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of Birth	/ / (dd/mm/yy)			
Place of Birth	City:		State:	Country:
Address				
Telephone No.		Driver's Licence No.		
Position		Type of Position	<input type="checkbox"/> Paid Employee <input type="checkbox"/> Volunteer	

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for employment in a primary child-related position, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:
  - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
  - any assault, ill treatment or neglect of, or psychological harm to a child;
  - any registrable offence; carrying a minimum penalty of 12 months or more imprisonment.

I understand that this check includes convictions or charges that:

  - may have not been heard or finalised by a court;
  - are proven but have not led to a conviction; or
  - have been dismissed, withdrawn or discharged by a court.
2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I am aware that if considered for employment in non-child related position, a NSW Criminal Record Check will be undertaken.

I understand that a conviction for a serious sex offence (including, but not limited to sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) will automatically prohibit my employment in a child-related position. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a "registrable person" under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from employment in a child-related position.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an approved screening agency from sources such as courts, police, prosecutors, and past employers to enable a full and informed assessment. I also consent to any risk assessment, or other relevant information obtained, being provided to my current or prospective employers for employment screening purposes.

I acknowledge that:

- I. any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences;
- II. the outcome of assessment of information obtained through the Working With Children Check / NSW Criminal Record Check by the approved screening agency may be provided to my current or prospective employers only for background checking processes; and
- III. the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.
- IV. the above information and any information obtained during employment screening may be collected and used by and/or disclosed to the Commission for Children and Young People, the NSW Ombudsman or any Approved Screening Agency for employment screening purposes.

**Name:** ..... **Signature:** .....

**Date:** ...../...../..... **Contact Telephone Number:** .....

## CRIMINAL RECORD CHECK EVIDENCE CERTIFICATION

In accordance with the NSW Department of Health Policy, and the Child Protection (Prohibited Employment) Act 1998, Criminal Record Checks are conducted for all recommended appointees. You will need to provide documentation at interview to establish identity as indicated on below. This evidence needs to be **sighted by an authorised Health Service representative**.

Documentary evidence of identification to be submitted by recommended applicants prior to appointment to positions in the NSW Health System.

NAME OF APPLICANT:

Please indicate by ticking the appropriate box which documentation has been verified.

*A passport (where possessed); OR where a person does not have a passport, photo proof of identity certified in the manner required for obtaining an A Australian passport will suffice* **100 points**

**100 points**

*Items as listed to value 100 points* **100 points**

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Isolated Aborigine/Torres Strait Islander (Aboriginal/Torres Strait Islander applicants must have at least one Aboriginal/Torres Strait Islander referee) | <b>70 points</b> |
| <input type="checkbox"/> Citizenship Certificate   | <b>40 points</b> |
| <input type="checkbox"/> Birth Certificate   | <b>40 points</b> |
| <input type="checkbox"/> License issued under law (eg driver license, professional license to practice)  | <b>40 points</b> |
| <input type="checkbox"/> Public Service ID (photo)   | <b>40 points</b> |
| <input type="checkbox"/> Social Security Card (photo)  | <b>40 points</b> |
| <input type="checkbox"/> Tertiary Education ID (photo)   | <b>40 points</b> |
| <input type="checkbox"/> Employment ID (photo)   | <b>35 points</b> |
| <input type="checkbox"/> ID Card issued by employer (Name and Address)   | <b>35 points</b> |
| <input type="checkbox"/> ID issued by employer (Name Only)   | <b>35 points</b> |
| <input type="checkbox"/> Rates Notice  | <b>25points</b>  |
| <input type="checkbox"/> Credit/Debit Cards, Pass Books one only per institution)  | <b>25 points</b> |
| <input type="checkbox"/> Medicare Card   | <b>25 points</b> |
| <input type="checkbox"/> Membership card:<br>Union or trade, professional bodies<br>Educational institution  | <b>25 points</b> |

**N.B. THE POINT SCORE OF DOCUMENTS PRODUCED MUST TOTAL AT LEAST 100 POINTS.**

I, \_\_\_\_\_ (PRINT NAME) verify that the above documents have been sighted.

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Advertisement

N50827 - Mental Health & Drought Project Officer  
Temporary Part Time 16 hours  
New England Mental Health Services

Location negotiable in the Northern Region - To work as part of a team to coordinate the development, implementation and evaluation of a Drought Response Strategy for Hunter New England Mental Health Service, to address priority mental health & well being needs of farming families / communities, in collaboration with other key rural service providers.

Enquiries: Amanda Shaw 02-67678622 amanda.shaw@hnehealth.nsw.gov.au

Closing Date: 20 January 2006

Applications to: Recruitment Unit  
Locked Bag 9783  
TAMWORTH NEMSC NSW 2348

Please mail via courier service or Australia Post in the first instance

### Health Education Officer – Graduate Salary Range

		Per hour	Per Week	Per Annum
Hlth Education Officer-Graduat	First Year	20.88	793.7	41414.15
Hlth Education Officer-Graduat	Second Year	21.89	831.9	43407.38
Hlth Education Officer-Graduat	Third Year	23.25	883.5	46099.79
Hlth Education Officer-Graduat	Fourth Year	24.55	933.2	48693.07
Hlth Education Officer-Graduat	Fifth Year	26.00	988.2	51562.89
Hlth Education Officer-Graduat	Sixth Year	27.35	1039.4	54234.44
Hlth Education Officer-Graduat	Seventh Year	28.49	1082.9	56504.21
Hlth Education Officer-Graduat	Eighth Year	29.63	1126.2	58763.54
Hlth Education Officer-Graduat	Ninth Year	30.92	1175.1	61315.07

You are required to have worked in an **educative role** to enable you to progress through the yearly increments. One year of work = 1982 hours. Assessment of previous detailed job descriptions is required to assist with the setting of your hourly rate of pay.

You should provide whatever specific details you have for the Human Resources Department to assess and advise of the salary you would expect, if you were successful in this role.



## Hunter New England AHS

### POSITION DESCRIPTION

Position Number: N50827

Position Title: Mental Health & Drought Project Officer

Division: Clinical Operations

Geographic Location: Negotiable

Unit:	941	Unit Name:	New England Mental Health Services General Fund
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Cost Centre:	8289	Cost Centre Name:	MH Promotion & Prevention
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Classification: 25HEOG01 - Hlth Education Officer-Graduat yr1

Award: 04a - Health Employees (State) Award

Reports To: Regional Manager - Mental Health Services

Together With: Mental Health Promotion & Prevention Service (Northern Region)

Direct Reports: N/A

### PURPOSE OF POSITION

To work as part of a team to coordinate the development, implementation and evaluation of a Drought Response Strategy for Hunter New England Mental Health Service, to address priority mental health & well being needs of farming families / communities, in collaboration with other key rural service providers.

## KEY ACCOUNTABILITIES

- Develop and maintain Area wide networks and resources to support the development, implementation and evaluation of a Drought Response Strategy for Hunter New England Mental Health Service, to address priority mental health & well being needs of local farming families and communities.
- Assist in developing the capacity of individuals, groups, organisations and communities to respond to the mental health and well-being needs of farming communities.
- Provide training and support to develop the knowledge and skills of mental health staff working in range of settings to respond to the mental health and well being needs of farming families / communities, in line with the Mental Health Service's Drought Response Strategy.
- Contribute support and expertise to other Area Health Services and State working parties/committees regarding the issue of mental health & drought, as required.
- Maintain regular communication and reporting of outcomes internally and externally to key stakeholders.

## CHALLENGES

- \* Developing and maintaining partnerships with mental health teams / services and other internal and external stakeholders located across the Area to support the development, implementation and evaluation of the HNEMHS Drought Response Strategy.
- \* HNEMHS services a large geographic area, therefore long distance travel will be required at times to meet with stakeholders in sites across the Area.
- \* Identifying evidence-based and cost-effective drought response strategies.
- \* Time management and prioritising workload

## COMMUNICATION

- \* Regional Manager, Mental Health Services (line manager) -eg. purchasing and media liaison approval, regular reporting of progress / issues arising
- \* Deputy Director, Mental Health Services - regular reporting of progress / issues arising in liaison with line manager
- \* Mental Health Promotion & Prevention Service (Northern Region) - assisting with development, implementation and evaluation of the HNEMHS Drought Response Strategy
- \* Mental health teams / services located across the Area, in particular managers / team leaders
- \* Mental Health Promotion Network (Northern Region) - reporting of progress, consultation with mental health staff and consumer representatives as required
- \* NSW Centre for Rural and Remote Mental Health - liaison re local drought response strategies

- \* Media - in liaison with HNEAHS Communications Unit
- \* Representatives from key rural services / groups eg. Dept of Primary Industries, Rural Financial Counsellors, NSW Farmers Association

## **DECISION MAKING**

Decisions to be made in accordance with the policies of the service and its operational protocols. Decisions regarding the development, implementation and evaluation of the HNEMHS Drought Response Strategy will be made in liaison with the line manager and with the assistance of the Mental Health Promotion & Prevention Service (Northern Region).

## **SELECTION CRITERIA**

Relevant tertiary qualification/s in health or related discipline

Demonstrated knowledge and understanding of mental health issues

Demonstrated knowledge and understanding of issues affecting farming communities, in particular drought

Demonstrated project management skills, including evaluation and report writing

Demonstrated ability to develop and maintain intersectoral partnerships across diverse groups

Proven experience and / or qualifications in delivering education / training

Demonstrated high level of oral and written communication skills

Demonstrated ability to work as part of a team

Demonstrated computer skills eg. Word, PowerPoint

Current NSW Drivers Licence

## **APPENDICES**

Appendix 1: [General Responsibilities - Legislative \(automatic attachment\)](#)



# Hunter New England Area Health Service

## ACKNOWLEDGEMENT of APPLICATION

*If you require acknowledgement of your application please complete details below:*

POSITION APPLIED FOR:	VACANCY NO:
-----------------------	-------------

>

AFFIX  
STAMP  
HERE

.....

.....

.....

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

>