

# Job Description

## Details

<b>Job title</b>	Partnership Manager – Youth Mental Health	<b>Team</b>	Grants
<b>Reports to</b>	Director of Grants	<b>Job status</b>	Fixed Term Contract (24 months)
<b>Direct reports</b>	Nil	<b>Hours</b>	Part-Time (50% FTE)
<b>Effective</b>	June 2021		

## Our Vision and Mission

<b>Our Vision</b>	For every sick child to have the best possible health care, with access to world class research and clinical treatment in a healing environment	
<b>Our Mission</b>	We help save children's lives and work wonders for sick kids and their families	
<b>Our Values</b>	<b>Accountability</b>	We aim to deliver high impact results, are accountable for our actions and resources and communicate this openly and honestly
	<b>Recognition &amp; Respect</b>	We are respectful in all our interactions and committed to recognising others and valuing their contributions
	<b>Care</b>	We care for everyone we impact – the children always come first
	<b>Working Together</b>	We selflessly support and trust each other and our teams, share our ideas and goals, work hard, have fun and celebrate our achievements
	<b>Excellence &amp; Innovation</b>	We strive for excellence, encourage innovation and develop our skills to achieve our best

## Key Relationships

<b>Primary internal relationships</b>	Director of Grants, Chief Executive Officer, Chief Marketing & Fundraising Officer, internal stakeholders (ICT, Finance, P&C, Marketing, Patient and Family Support)
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## The Person

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Tertiary level qualifications in fields such as business management, public health, or health economics, and</li><li>• Project Management Qualifications (PRINCE II or PMP) is essential.</li></ul>
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<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>• Outstanding organisational and Partnership management skills including attention to detail and multi-tasking</li><li>• Highly developed verbal and written communication skills (including client-facing and internal communication skills)</li><li>• Strong working knowledge of Microsoft Office (including PowerPoint, Excel)</li><li>• Proven track record in stakeholder management, in particular building and maintaining effective working relationships.</li><li>• Experience of preparing Board/Committee reports and presenting to Boards/Committees.</li><li>• Experience of managing contracts including financial management and contract negotiations.</li><li>• Experience in the Not for Profit and/or public health sector</li><li>• A broad understanding of the child and youth mental health service system in Australia would be advantageous.</li></ul>
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## Job Purpose

<b>Primary purpose of role</b>	The Partnership Manager is primarily responsible for coordinating the partners who will be delivering a youth health project in Queensland ensuring that all contract deliverables
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## Key Responsibilities

<b>Partnership Management</b>	<ul style="list-style-type: none"><li>• Work collaboratively with a range of key stakeholders including, government, service delivery partners and academia to support the establishment of a digital mental health care program for young people.</li><li>• Manage the contracts with the service delivery partners ensuring that project deliverables and reporting are completed in a timely manner.</li></ul>
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- Manage contract payments and ensure good financial records are maintained
- Create project plans, governance structures, reporting templates and other related documentation to support the ongoing management of the project.
- Develop and implement risk management assessments and processes to monitor and minimise specific project risks
- Provide secretariat function for the overarching governance committee.

### **Reporting**

- Prepare internal reports on the project status for the Foundation's Grants Committee and Board
- Develop and implement risk management assessments and processes to monitor and minimise project risks
- Ensure excellent internal monitoring and communication on the initiative to ensure that the executive is fully informed of progress.

### **Stakeholder Management**

- Ensure each stakeholder is managed in a supportive, collaborative manner, with the ability to leverage opportunities
- Responsible for developing relationships in line with operational plans and budget requirements
- Shared responsibility to attend relevant meetings and events to build relationships with key stakeholders
- Manage and resolve any issues as they arise. Where required, report and escalate to Director of Grants

### **Work Health & Safety**

- Follow all Children's Hospital Foundation WH&S policies and procedures
- Report all known or observable hazards
- Take reasonable care at work to ensure your own and others' safety

## Competencies

**Developing Direct Reports and Others** Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; cooperates with the developmental system in the organisation; is a people builder.

**Timely Decision Making** Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision

**Conflict Management** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimal noise

**Comfort Around Higher Management** Picks up on the need to change personal, interpersonal and managerial behaviour quickly; watches others for their reactions to his/her attempts to influence and perform and adjust; seeks feedback; is sensitive to changing personal demands and requirements and changes accordingly

**Drive for Results** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

**Process Management** Good at figuring out the processes necessary to get things done; Knows how to organise people and activities; Understands how to separate and combine tasks into efficient workflow; Knows what to measure and how to measure it; Can see opportunities for synergy and integration where others can't; Can simplify complex processes; Gets more out of fewer resources

## Other Considerations

The Children's Hospital Foundation is committed to child safety. The Working with Children (Risk Management and Screening) Act 2000 requires that people who work with children in certain categories of employment undergo the 'working with children' check. All Foundation employees must be eligible for a Blue Suitability Card, issued by the Department of Justice and Attorney-General. The issue and maintenance of a positive suitability notice is a requirement for continued employment at the Foundation.