



MHACA

Mental Health Association of Central Australia

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POSITION: Senior Health Promotion Manager

SALARY LEVEL: \$116,213.10 – \$131,061.56 (MHACA EBA/SCHADS Level 7/8 on experience) + 11.5% super

POSITION HOURS: Full time ongoing, 38 hours a week

TEAM: Health Promotion

REPORTING TO: Chief Executive Officer

LOCATION: Alice Springs, onsite MHACA

POSITION REVIEWED: March 2025

ABOUT MHACA

We are a leading Northern Territory community-managed organisation offering psychosocial support services, NDIS services, suicide prevention training and health promotion initiatives aimed at enhancing the mental health and wellbeing of people living in Central Australia. We specialise in psychosocial recovery and mental health promotion with a strong community presence and reputation.

OUR VALUES

BELONGING: Connection - Relationships - Community - Collaboration

HOPE: Optimistic - Courage - Goals - Change

RESPECT: Listen - Kindness - Fairness - Inclusive

HONESTY: Trust - Integrity - Transparent - Accountable

ABOUT THE ROLE

ROLE DESCRIPTION	<ul style="list-style-type: none"> • The Senior Health Promotion Manager is a member of the Senior Leadership Team, reporting directly to the CEO. • This role will manage 3 mental health promotion, education and training programs with small teams: Health Promotion Unit, Central Australian Suicide Prevention Training Program, Living Skills Pilot Program. • The ideal candidate will be an experienced, proactive senior manager with a strong background in community engagement/public health education. • The Senior Health Promotion Manager will be confident in overseeing projects, events, resource development, marketing campaigns and training.
TEAM DESCRIPTION	<ul style="list-style-type: none"> • MHACA’s Health Promotion Team delivers community engagement activities to increase protective factors and healthy behaviours that can help prevent the onset of mental illness and the incidence of suicide in our community. This includes community events, internal participant events at MHACA, resource development and marketing campaigns. • The Central Australian Suicide Prevention Training Program is part of MHACA’s Health Promotion Team and delivers culturally appropriate training that develops awareness, knowledge and skills around strategies that reduce

Mental Health Matters



	<p>suicide in the community. The accredited training is delivered to government and non-government organisations, and community members.</p> <ul style="list-style-type: none"> • The Living Skills Pilot Program is a new initiative that seeks to understand the life skills education needs of people living in social and public housing. Utilising research, lived experience groups and co-design principles, a Living Skills Program will be developed, delivered and evaluated.
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RESPONSIBILITIES

ROLE RESPONSIBILITIES	<ul style="list-style-type: none"> • As a Senior Leadership Team member, the Senior Health Promotion Manager will support the overall effective delivery of services by MHACA, with a focus on risk management, compliance and meeting strategic objectives. • Oversee the delivery of MHACA’s health promotion, training and living skills programs to meet contracted deliverables. • Work with partners and stakeholders including Government, organisations and community members to support mental health and suicide prevention initiatives being delivered in a safe and culturally appropriate way. • Represent the organisation in relevant networks and cross-agency and cross-sector collaborations. • Liaise with relevant funding bodies, peaks, health promotion and suicide prevention programs and complete relevant reporting processes. • Oversee the delivery of a program of community engagement events, trainings and consultation processes. • Oversee marketing of MHACA’s programs and work, with a focus on upholding MHACA’s strong reputation. • Effectively manage and supervise staff, with the capacity to support all staff and participant issues as a Senior Manager.
GENERAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Work in accordance with MHACA’s strategic direction and uphold our values. • Work directly with and advocate for the interests of MHACA participants, some who have complex histories and behaviours. • Undertake professional development in line with MHACA’s Learning and Development Framework. • Represent and promote MHACA in the wider community. • A small amount of local, remote and interstate travel when required. • Any other duties which may reasonably be expected in relation to the role.
WORK, HEALTH & SAFETY QUALITY ASSURANCE	<ul style="list-style-type: none"> • You may be asked to be a member of MHACA’s Quality Committee and Work Health Safety Committee. • Work in accordance with the WHS Act, National Standards, Regulations, MHACA Frameworks of Practices, MHACA Policies and Procedures. • Actively participate in the organisation’s quality, safety and risk management systems. • Identify and report hazards and risks and engage in organisational WHS activities.

	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • This role is based in an office environment and requires sitting and standing for extended periods of time. Some manual handling of items under 10kg may be required.
VALUES & BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with MHACA values which are: BELONGING: Connection - Relationships - Community - Collaboration HOPE: Optimistic - Courage - Goals - Change RESPECT: Listen - Kindness - Fairness - Inclusive HONESTY: Trust - Integrity - Transparent – Accountable • Adhere to and apply strict confidentiality practices and guidelines to all participant, staff and organisational sensitive information.

SELECTION CRITERIA (QUALIFICATIONS & ATTRIBUTES)

ESSENTIAL	<ul style="list-style-type: none"> • Qualifications in health promotion, public health, community development, mental health, education and/or commensurate work experience in similar areas. • Demonstrated experience in delivering health promotion, community development or public health programs. • A demonstrated ability to manage multiple projects and their budgets, including evaluation and writing reports. • Demonstrated experience in the management and supervision of staff and maintaining an effective team environment. • An ability to nurture positive working relationships with stakeholders and program partners. • Excellent communication, time management and organisational skills. • Experience working in a cross-cultural setting or a demonstrated understanding of the principles of cultural safety and cultural competence. • Proficient in using Microsoft Office (Excel, outlook, word, power point, etc) and experience with using reporting and grant portals. • Hold a Current NT Driver's License.
DESIRABLE	<ul style="list-style-type: none"> • Experience in adult education and training in a cross cultural or remote environment.

	<ul style="list-style-type: none"> • Awareness of the issues affecting the lives of indigenous people and an understanding of how those issues might impact on suicidality and mental health issues. • An awareness of the mental health and social services sector in Central Australia.
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EMPLOYMENT BENEFITS

- Competitive, above award wage salary + super
- Generous Salary Packaging
- 6 weeks’ annual leave and leave loading
- 11 days of personal leave
- Annual Wellbeing Allowance of \$400

APPOINTMENT CONDITIONS

- Employment with MHACA is conditional on providing or being able to obtain prior to commencement of employment; a current NT Driver’s License, a Satisfactory Criminal History Check, a NDIS Worker Clearance and Ochre Card if required.

Position Description Authorised



(March 2025)

Chief Executive Officer

ACKNOWLEDGEMENT		
I have received a copy of the Position Description and have read and understand its contents:		
----- Employee Name (please print)	----- Employee Signature	----- Date
----- Supervisor Name (please print)	----- Supervisor Signature	----- Date

