

# Learning and Development Consultant



Mind Australia Limited is a leading community managed specialist mental health service provider. We have been supporting people dealing with the day-to-day impacts of mental illness, as well as their families, friends and carers for 40 years.

We provide practical and motivational support that helps people develop the skills they need to move on, thrive and improve the quality of their lives. It's an approach to mental health and wellbeing that looks at the whole person in the context of their daily life.



## Position details

### Learning and Development Consultant

Position reference	17588
Position type	Part time fixed term until 31 December 2017 working 22.8 hours per week.
Classification	ATS&P Level 4 depending on qualifications and experience
Remuneration	\$55,995.75 to \$64,613.95 per annum pro rata plus 9.5% superannuation and salary packaging with provision for early termination.
Service	Mind Recovery College
Area/division/state	Central and Country South Area/SA Division /South Australia
Effective date	April 2017

## Position purpose

The purpose of this position is to develop, facilitate and coordinate Mind Recovery College courses using a co-production approach drawing on professional qualifications and lived experience. This position includes promotion of the service and development of sessional teachers.

## Service information

The Mind Recovery College is a new service model for Australia. It provides opportunities for people to come to learn and share knowledge about mental health, life skills, and anything else they think will help them get what they want out of life. The College provides people with a safe and welcoming place to learn the skills and knowledge needed to achieve their goals. The College draws on the wisdom, knowledge and skills of people with a lived experience of mental distress. Courses are usually produced by people with such experience, supported where needed by people with additional professional learning and developments skills.



# Key responsibilities



<b>Provision of Training</b>	<ul style="list-style-type: none"> <li>• Prepare and deliver the course sessions.</li> <li>• Work collaboratively with clients, carers, Mind employees and others involved in the delivery of the Recovery College courses.</li> <li>• Support and co-ordinate access to any pre-course requirements, course delivery and evaluation process.</li> </ul>
<b>Development of new courses and learning opportunities</b>	<ul style="list-style-type: none"> <li>• Take a co-production approach to ensure people with lived experience of mental distress take an intrinsic part in course development.</li> <li>• Utilise adult learning principles.</li> <li>• Contribute to the development of the Recovery College strategic approaches, evolution and growth.</li> <li>• Collect course evaluation data and prepare evaluation reports.</li> </ul>
<b>Developing new Teachers</b>	<ul style="list-style-type: none"> <li>• Build the confidence and capabilities of first time teachers.</li> <li>• Co-present with new teachers.</li> </ul>
<b>Liaison with Mind staff and other stakeholders</b>	<ul style="list-style-type: none"> <li>• Promote the Mind Recovery College within Mind.</li> <li>• Respond to queries in relation to the training programs.</li> <li>• Liaise with clients, carers, employees from Mind and other stakeholders as required.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Work with other Mind Recovery College employees to support the smooth delivery of College courses.</li> <li>• Assist with administration and preparations for training programs as necessary.</li> </ul>
<b>Participating in and contributing to Mind processes and team projects and functions</b>	<ul style="list-style-type: none"> <li>• Be involved in professional development and organizational activities as required by Mind.</li> <li>• Attend team meetings.</li> <li>• Participate in regular supervision with applicable line management.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Undertake relevant training and professional development, including regular supervision, appropriate to the primary work of the service and Mind.</li> <li>• Participate in reflective practice.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Contribute actively to the maintenance of a safe workplace.</li> <li>• Ensure all safety issues are reported and addressed as they arise.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Proactively comply with direction from the Manager and other Managers within Mind.</li> <li>• Use all Mind resources in line with organizational policy.</li> <li>• Proactively support Mind’s vision of supporting people facing mental health challenges to live well and be socially included, in accordance with the Mind values of: Customer Focus; Making a difference; Integrity; Hope; Creativity and Innovation.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• As required.</li> </ul>

## Reporting relationships

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Reports directly to the Service Manager.

## Position requirements

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### Core Requirements

- Minimum qualification of Diploma of Education or equivalent.
- Current valid Driver's Licence.
- Current National Police Record Check.
- Current Child Employment Screening Check (Employee).
- Not listed on the Disability Worker Exclusion Scheme list.
- A personal lived experience of mental distress and recovery, and an ability to interpret this experience to coach others.  
Note: Experience supporting a family member or friend will be considered.

## Key capabilities

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1	Integrity (PA-Int-2)	Supports and promotes respectful, ethical practice and high quality standards.
2	Commitment (PA-Com-2)	Consistently delivers organisational goals and models a focus on outcomes and quality standards.
3	Collaboration (RS-Col-2)	Builds partnerships and cooperation across teams and stakeholders to deliver outcomes.
4	Customer Service (RS-Cus-2)	Models and promotes flexible and client focused standards of customer service.
5	Accountability (RE-Acc-2)	Demonstrates open accountability for their actions and outcomes and helps other to do the same.

## Conditions of employment

This position is part time fixed term working 22.8 per week until 31 December 2017. Working days will generally be Monday to Friday worked between the hours of 7.00am to 6.59pm as required.

Please note that the work pattern may be subject to change to meet the needs of the service.

You are able to salary package a tax free amount, which is currently up to \$15,900 per FBT year, plus other items including meal and entertainment and accommodation. The amount available for salary packaging will be subject to Commonwealth legislation as it applies from time to time and on the basis that Mind will not incur any liabilities for FBT. Mind offers salary packaging through an outsourced provider (currently RACV Salary Solutions).

Other conditions are as per Mind's industrial agreement.

Employer superannuation contribution will be paid according to the legislative requirement.

Appointment is subject to a six month probationary period of employment.

To learn more about Mind visit [mindaustralia.org.au](http://mindaustralia.org.au)

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You can also watch our Great Minds series of videos by visiting  
[www.youtube.com/mindaustralia](http://www.youtube.com/mindaustralia)