



## Position description

<b>Title</b>	Assistant Director
<b>Classification</b>	Executive Level 1
<b>Agency/Unit</b>	National Mental Health Commission
<b>Reports to</b>	Director, Vision 2030 or Director, Mental Health Reform
<b>Supervises</b>	N/A
<b>Location</b>	Sydney

### The National Mental Health Commission

The National Mental Health Commission (the Commission) provides insight, advice and evidence on ways to continuously improve Australia's mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. The Commission provides cross-sectoral leadership on the policy, programs, services and systems that support better mental health and social and emotional wellbeing in Australia.

The Commission supports the Australian Government to ensure that investment in mental health is both effective and efficient. We work with stakeholders – particularly people with lived experience, their families and other support people – to ensure reforms are collectively owned and actioned and to enable participation in government process. As well, the Commission builds relationships and partners with others to leverage effort and expertise, including with service providers, peak community and professional bodies, government agencies, researchers, academics and state and territory governments.

The Commission has taken a recovery perspective to its work – recognising that the recovery journey is unique to each person, which is about leading as fulfilling a life as possible as part of the community. This is a wide-angle view beyond mental health to see the context of people's lived experiences and their hopes for leading a contributing life.

A Contributing Life is where people living with a mental health difficulty can expect the same rights, opportunities and health as the wider Australian community. Simply put, this is about having stable relationships, a home, meaningful work, good health care and opportunities for education and training, all without experiencing discrimination due to having a mental health difficulty.

More information is available at [www.mentalhealthcommission.gov.au](http://www.mentalhealthcommission.gov.au)

## **The job**

The Commission takes a whole of system and whole of life perspective, including across health and other social determinants, such as early childhood, education, employment, justice, disability and housing.

The Commission operates as a catalyst for change by managing targeted projects in important policy and program areas which contribute to ensuring the effectiveness and efficiency of the mental health system. As part of this work, the Commission is developing long term visioning for mental health and wellbeing in Australia. The Vision 2030 project will produce a blueprint for mental health and suicide prevention in Australia which outlines the goals and objectives for mental health and the long-term strategies in investment, coordination, and development and performance measurement required to achieve these outcomes.

The Commission delivers a number of activities under the Fifth National Mental Health and Suicide Prevention Plan (Fifth Plan), including an annual report to the COAG Health Council on the progress of the implementation of the Fifth Plan. The Commission also regularly undertakes collaborative strategic policy, monitoring and reporting projects.

Responsibilities in the role of Assistant Director are diverse, and require highly developed skills across analysis, advice, stakeholder engagement and report writing. It will be essential to have highly developed writing skills, with demonstrated experience in the preparation of clear and succinct written advice and content, drawing together complex technical, qualitative and quantitative information in a non-technical style across a range of products. The role also requires demonstrated experience and capability in project and contract management. Experience in the mental health area, or relevant tertiary qualifications are highly valuable and desirable, given the range and depth of the role.

You will display strategic judgement, professionalism and initiative in managing your work, taking ownership to deliver quality outputs with a high level of attention to detail. You will be self-motivated and capable of operating at a senior level, have a flexible work approach and want to gain wide ranging experience as part of a small agency.

## **Key responsibilities**

- Providing analysis and advice to a high standard on a range of issues under the Contributing Life framework to facilitate the Commission's work and contribute to government processes, including through analysis of best practice evidence, research literature, current national policy and indicators, and administrative and survey data.
- Planning, procuring and managing the effective and efficient conduct of projects or contracts to support the development of reports and other materials.
- Conducting qualitative and quantitative analyses and reporting upon trends in service and population characteristics.
- Working as part of a team to prepare high-quality, public reports on complex issues in a manner that addresses the needs of a diverse range of stakeholders.
- Designing and implementing strategies for engaging with a range of stakeholders through activities and projects, including people with lived experience, families and support people, state, territory and Commonwealth government agencies, peak professional organisations, researchers, community managed organisations and others across mental health and other relevant sectors.

- Recommending and undertaking analysis of highly complex policy, stakeholder feedback and other information to evaluate performance and outcomes of the mental health system and identify important trends, opportunities for improvement and potential impact of policy change.
- Working with the Communications Team on the development and release of reports, and other projects as required.
- Ability to manage staff and work in a small team, across different locations and be willing to undertake a range of administrative tasks associated with project delivery
- Effective records and information management.
- Other duties as required.

## **CAPABILITIES – EL1**

1. Shapes strategic thinking
  - *Inspires a sense of purpose and direction*
  - *Focuses strategically*
  - *Harnesses information and opportunities*
  - *Shows judgement, intelligence and common-sense*
2. Achieves results
  - *Builds organisational capability and responsiveness*
  - *Marshals professional expertise*
  - *Steers and implements change and deals with uncertainty*
  - *Ensures closure and delivers on intended results*
3. Cultivates productive working relationships
  - *Nurtures internal and external relationships*
  - *Facilitates cooperation and partnerships*
  - *Values individual differences and diversity*
  - *Guides, mentors and develops people*
4. Exemplifies personal drive and integrity
  - *Demonstrates public service professionalism and probity*
  - *Engages with risk and shows personal courage*
  - *Commits to action*
  - *Displays resilience*
  - *Demonstrates self awareness and a commitment to personal development*
5. Communicates with influence
  - *Communicates clearly and effectively*
  - *Listens, understands and adapts to audience*
  - *Negotiates persuasively*
6. Job specific criterion
  - *High-level qualitative, quantitative and conceptual analysis skills*
  - *High-level skills in contract and project management*
  - *Sensitive stakeholder consultation and collaboration expertise and demonstrated experience in developing strategic internal and external relationships*
  - *The ability to contribute positively to small team dynamics, including ability to work collaboratively across diverse teams located in different locations*
  - *Relevant tertiary qualifications and demonstrated understanding of mental health and suicide prevention including the complexities of the mental health care sector in Australia.*
  - *Experience in the mental health, health, community sector and/or human service fields.*

## Remuneration

The position is graded at an Executive Level 1.

## Tenure

This recruitment process is being used to fill two current ongoing roles. A merit pool may be established to fill future ongoing and non-ongoing Executive Level 1 vacancies should they become available within 12 months from the date advertised.

## Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens..

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## How to Apply

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Applications are to comprise:

1. A covering letter;
2. Applicants are required to submit a statement of claims (**1000 words maximum**) outlining why you have the skills, capabilities, knowledge and experience to be considered for the role;
3. A copy of your Curriculum Vitae or Resume that sets out relevant qualifications and experience; and
4. The names and contact details of two referees.

The **preferred method of submission** of applications is to **email** one document, preferably in **Word format** to: [Recruitment@MentalHealthCommission.gov.au](mailto:Recruitment@MentalHealthCommission.gov.au)

## Contact:

If you require further information on the position please contact Frances Cook, Director, Vision 2030 on 02 8229 7501.

When framing your application, you should take account of the requirements of the position and the selection criteria against which you will be assessed.

The following are some tips that may help you in preparing your application:

- Provide a cover sheet which states: your name, the position (with Reference Number) applied for, your current contact details, current position, educational qualifications and referees.
- Keep your application succinct.
- Include key elements such as:
  - an employment history (as part of your resume);
  - a short summary identifying your specific achievements, skills and what you can offer to this role (in your cover letter); and

- a statement of claims which illustrates your experience against the selection criteria.

**NB: This should preferably be in a single document for ease of handling.**

- It is important that the information in your application is correct, particularly dates and contact details, and it also helps if you clearly nominate whether your previous workplace(s) is a government (Commonwealth, State or Territory), private sector, or community organisation.
- Please also include dates and details relating to your educational qualifications.
- The format for applications is quite flexible – but it does need to be easy to read, accurate and concise.

We wish you all the best with your application.