



Position description

Title	Senior Policy Officer
Classification	APS 6
Agency/Unit	National Mental Health Commission
Reports to	Director, Service Systems
Supervises	N/A
Location	Sydney or Canberra

About Us

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.

National Suicide Prevention Office

The National Suicide Prevention Office (NSPO) is a new office within the Commission that is being established to lead a national whole-of-government approach to suicide prevention. The NSPO will build capability to deliver a national whole-of-government approach to suicide prevention, by integrating collaborative efforts and reducing the potential for duplication. It will ensure those aspects of suicide prevention, which due to scalability, the need for consistency, and reach are implemented at a national level in consultation with all jurisdictions, and it will report on progress.

More information is available at www.mentalhealthcommission.gov.au

The Job

The Service System Team focuses on three major work areas:

- **Strategic Projects** - high level project development and delivery, relationship and stakeholder engagement;
- **Strategy** - contribution to strategic planning and development of work and business plans, including evaluation and reporting;
- **Policy** - formulation of Commission responses, including for national social policy issues, parliamentary and other agency policies and strategies, and development of policy positions and advice to the executive.

The Commission also operates as a systems leader and change catalyst in important policy and program areas which contribute to ensuring the effectiveness and efficiency of the mental health system.

Our Ideal Candidate

We are looking for someone with a genuine interest in mental health and the ability to:

- provide high quality written advice on complex issues
- be a strategic thinker and project manager
- have strong research and analysis skills
- have strong stakeholder management skills
- be a high performing team member, open to working flexibly and contributor to a harmonious and collegiate work culture.

Key Responsibilities

- Developing and maintaining relationships with a broad range of stakeholders and facilitating formal and ongoing engagement.
- Initiating and developing policy and advice, as it relates to mental health and suicide prevention and the Commission's areas of work.
- Manage project administration and implementation to ensure the successful delivery of project outcomes within agreed timeframes
- Undertaking analytical activities including submissions and monitoring and reporting on mental health reform, and other issues such as older people, safety and quality
- Preparation of high-level briefs, discussion papers, correspondence and presentations to support the information needs of the Executive and Commissioners.
- Duties include secretariat support function and events management
- Working with teams across the Commission.

SELECTION CRITERIA – APS6

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
 - Marshalls 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
 - Listens, understands and adapts to audience
 - Negotiates persuasively
6. **Job specific criterion**
 - Report writing, editing and research skills and experience.
 - Knowledge of or capacity to develop quickly, an understanding of the complexity of Australia's mental health and suicide prevention systems.
 - Contribute positively to small team dynamics, including ability to work across teams in different locations.
 - Tertiary qualifications in mental health or other policy field and/or experience in mental health or social services sectors are desirable.

Remuneration

The position is graded at an APS Level 6.

Tenure

The successful candidate will be offered ongoing employment. A merit list will be created for future ongoing and non-ongoing vacancies which become available within 12 months of advertising.

Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens. All successful applicants for this position will be asked to complete pre-engagement checks including a police check.

HOW TO APPLY

Applications are to comprise:

1. **A covering letter** - a short summary identifying your specific achievements, skills and what you can offer to this role.
2. **A statement of claims (500 words maximum)** – outline why you consider that you have the skills, capabilities, knowledge and experience to be considered for this role.
3. **Your Resume** with relevant qualifications and experience.
4. **Two referees** with contact details.

The **preferred method of submission** of applications is to **email** one document, preferably in **Word format** to:

Recruitment@MentalHealthCommission.gov.au

Contact:

If you require further information on the position please contact Susan Hayward, Director, Service System Team, NMHC on 0403 901 090.

Some tips for preparing your application:

- Your statement of claims should address the requirements of the position and the job specific selection criteria against which you will be assessed.
- Provide a cover sheet with: your name, the position (with Reference Number) applied for, your contact details, current position, educational qualifications and referees.
- Keep your application succinct.
- 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 should be easy to read, accurate and concise.

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

We wish you all the best with your application.