



The National Mental Health Commission's

# Candidate Application Pack

July 2021

The Commission acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present

## 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.

## THE ROLES

We are looking for dynamic people with skills and experience in a range of areas:

- **Policy, monitoring and reporting** – research, analysis and formulation of policy, advice, strategies and reports on ways to improve Australia's mental health and suicide prevention system.
- **Data and Evaluation** - utilising data sources to inform policy development and advice in mental health and suicide prevention and to track progress against the mental health and suicide prevention reform agenda.
- **Strategic Project Management** – project planning, development and delivery at a national level, relationship and stakeholder engagement.
- **Engagement and Communication** – plan and manage engagement and communication activities and specific projects.
- **Corporate** – manage corporate services including governance and compliance, corporate reporting and performance, finance, human resources, information technology, property and asset management, and security.
- **Executive Support** – support the Executive including engagement and communication with internal and external stakeholders on behalf of the Executive, prepare and manage a range of communications and undertake projects.

## OUR IDEAL CANDIDATES

We are looking for people with diverse experience, and global perspectives, who are willing to explore innovative ways of working. You will display leadership at all levels, apply information effectively in order to solve problems, and work collaboratively with internal and external partners.

You will be a highly motivated self-starter, a clear communicator, with strong interpersonal skills and committed to delivering quality outcomes.

Experience in the mental health and suicide prevention or a related sector will be highly regarded.

There are a number of generalist positions available at each level and there are additional positions available that require specialist skills and experience. Details of the specialist skills and experience required has been provided for these positions.

Current vacancies will be filled immediately, and a merit pool will also be established and may be used to fill similar vacancies during the subsequent 12 month period.

## REQUIREMENTS OF THE POSITIONS

### **Director, Executive Level 2 – 6 vacant positions**

Directors are required to undertake work with a high level of complexity or sensitivity and operate under broad direction. They exercise a significant degree of independence and perform an important leadership role. Employees at this level will be responsible for influencing and developing strategy, policies, priorities and operational practices in support of objectives based on high level decision-making and judgement. Directors provide a high level of advice to the Executive as well as coordinating and assuming responsibility for highly complex or sensitive projects or work programs that have strategic, political and/or operational significance. Directors are also responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders and may lead a work team or teams.

We are seeking candidates with demonstrated experience and skills across analysis, advice, stakeholder engagement and project management. They must have highly developed writing skills, with demonstrated experience in the preparation of clear and succinct written advice and content drawing together complex quantitative and qualitative information to produce a range of products. They must be capable of putting together and managing teams and promoting a positive workplace culture. They will have the ability to plan for and deliver results on time and budget, and manage competing priorities.

In addition to the two current Director positions above, there are four roles at this level that require the following specialist experience and skills:

1. Director: Demonstrated extensive experience and skills in data analyses of population-based data, survey and linked data and support credible, high-level interpretation of those analyses.
2. Two Directors in the NSPO: Demonstrated extensive experience in policy development, and project planning, management and the delivery of outputs, with subject matter expertise in suicide.
3. Executive Officer to the Deputy CEO: Demonstrated extensive experience providing high level executive support including stakeholder engagement and project management.

### **Assistant Director, Executive Level 1 – 7 vacant positions**

Assistant Directors are required to undertake work that is very complex or sensitive and operate under broad direction. They exercise a considerable degree of independence and perform a leadership role. Employees at this level exercise sound decision making and judgement to produce high level policy advice. EL 1 employees engage in complex problem solving and issues management and may coordinate and undertake detailed or sensitive projects that impact on strategic, or operational outcomes for the agency. Employees are also responsible for actively managing key stakeholder relationships within and outside the agency and may manage one or more work teams.

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 well 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. 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.

In addition to the three Assistant Director positions above, there are four roles at this level that require the following specialist experience and skills:

1. Assistant Director: Demonstrated experience and skills in data analyses of population-based data, survey and linked data and support credible, high-level interpretation of those analyses.
2. Assistant Director NSPO: Demonstrated experience in policy and/or project management with subject matter expertise in suicide.
3. Assistant Director Engagement and Communication NSPO: Demonstrated experience and knowledge of communication and engagement in the suicide prevention sector with experience developing and delivering integrated communication and engagement programs and managing digital and social platforms. Demonstrated experience in developing and managing stakeholder engagement events and programs in all formats.
4. Business Manager NSPO: Demonstrated public sector experience in managing a broad range of corporate services including financial management, human resources and procurement.

### **Senior Policy and/or Project Officer, APS6 – 3 vacant positions**

An APS Level 6 employee is required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. Employees at this level exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. APS 6 employees provide detailed technical, professional, and/or policy advice in relation to complex problems and may assist in strategic planning, program and project management and policy development. Employees may have a considerable level of public contact in relation to difficult or sensitive issues and may liaise with a range of stakeholders in a representational role. Work may involve management responsibilities requiring the setting of priorities and managing workflows.

Senior Policy and Project Officers are required to provide high quality written advice on complex issues and be a strategic thinker and project manager. They have strong research and analysis skills,

and the ability to engage and manage stakeholders effectively. They are organised, open to working flexibly and a contributor to a harmonious and collegiate work culture.

In addition to the two general positions above, there is one position at this level that requires the following specialist experience and skills:

1. **Senior Project Officer Engagement and Communication:** Experience in developing creative and graphic designed digital content and excellent writing and editing skills, including proof reading, and online content creation. Demonstrated experience in managing website platforms and monitoring and managing social media channels.

## HOW TO APPLY

To be employed by the Commission applicants must be Australian Citizens. All successful applications for any position within the Commission will be required to complete pre-engagement checks including a police check. Each application will be considered on its merits.

Applications are to comprise:

- A completed Candidate Application Form including details of the position or positions you are applying for;
- A covering letter;
- A two page statement of claims outlining why you believe you have the skills, capabilities, knowledge and experience to be considered for this role.
- A copy of your Curriculum Vitae or Resume that sets out relevant qualifications and experience; and
- The names and contact details of two referees.

When framing your application, you should take account of, and address, the requirements of the position (including the specialist skills and experience required where you are applying for a specialist positions) as it forms the criteria against which you will be assessed.

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

- 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 requirements of the position.

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.

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)

**Applications must be received by 11 August 2021 by 11.30pm (AEST).**

We wish you all the best with your application.

## **CONTACT**

If you require further information on the positions please contact Nicole Hinton, Human Resources Manager on 02 6289 7330.

Further information about the National Mental Health Commission and the National Suicide Prevention Office can be obtained at [www.mentalhealthcommission.gov.au](http://www.mentalhealthcommission.gov.au) or by emailing [recruitment@mentalhealthcommission.gov.au](mailto:recruitment@mentalhealthcommission.gov.au).