



Position description

Title	Director
Classification	Executive Level 2
Division/Branch/Section	National Mental Health Commission
Reports to	Principal Strategic Adviser / Principal Monitoring, Reporting and Projects
Direct Reports	Various
Location	Canberra and 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

The Job

Directors are required to undertake work with a high level of complexity and operate under broad direction. They exercise a significant degree of autonomy and perform an important leadership role. Employees at this level are responsible for influencing and developing strategy, policies, priorities and operational practices in support of the Commission's objectives and 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 work programs that have strategic and 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.

Directors require skills across analysis, advice and stakeholder engagement. 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 contributing to a positive workplace culture.

To be successful in your application you will have outstanding policy development, negotiation, research and analytical skills along with the capacity to manage and lead your team. You will need to be a hands on, highly motivated self-starter, a clear communicator with strong project management and interpersonal skills, and be committed to quality and outcomes. You will have the ability to plan for and deliver results on time and budget, and manage competing priorities. Experience in the mental health area and relevant tertiary qualifications are desirable.

There are two ongoing vacancies in the Commission and this recruitment process may be used to fill other non-ongoing and ongoing vacancies in the future through the creation of a merit list.

SELECTION CRITERIA – EL2

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*
 - *Listens, understands and adapts to audience*
 - *Negotiates persuasively*
6. Job specific criteria
 - *Demonstrated experience effectively contributing to strategic policy and building an evidence based policy position.*
 - *Demonstrated high level communication skills including engaging effectively with stakeholders.*
 - *Demonstrated ability to self-direct and bring your experience, strategic thinking and innovative ideas to improve policy, practice and workplace performance.*
 - *Demonstrated ability to put together and lead and manage a small team in a way that helps create a positive workplace culture.*
 - *Knowledge and understanding of mental health and suicide prevention, including the complexities of interactions across jurisdictions and sectors (i.e. public, private and community-managed) will be required in the job. Experience in this area, or the capacity to quickly get across the subject matter and structures and processes of the mental health system is required.*
 - *Relevant tertiary qualifications are desirable.*

Remuneration

The position is graded at an Executive Level 2.

Tenure

The successful candidates will be offered ongoing employment.

Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens and be eligible to apply for citizenship within six months.

How to Apply

Applications are to comprise:

1. A covering letter;
2. Applicants are required to submit a statement of claims (**1000 words maximum**) outlining why you believe that you have the skills, capabilities, knowledge and experience to be considered for this 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 Dr Alison Morehead, 02 6289 3686.

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.