



## Position description

<b>Title</b>	Director
<b>Classification</b>	Executive Level 2
<b>Division/Branch/Section</b>	National Mental Health Commission
<b>Reports to</b>	Principal Strategic Adviser / Principal Monitoring, Reporting and Projects
<b>Direct Reports</b>	Various
<b>Location</b>	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](http://www.mentalhealthcommission.gov.au)

## **The Job**

The Director is 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 are responsible for influencing and developing strategy, policies, priorities and operational practices in support of the Commission's 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.

The Director requires highly developed skills across analysis, advice and stakeholder engagement. It is essential to 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.

You will have outstanding policy development, negotiation, research and analytical skills. 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 lead a small team and have the ability to plan for and deliver results on time and budget, and manage competing priorities. Experience in the mental health area, or relevant qualifications are desirable. You will have the highest standards of personal integrity, and be committed to social justice.

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 criterion
  - *Demonstrated experience effectively contributing to strategic policy and building an evidence based policy position.*
  - *Demonstrated high level communication skills and experience including engaging effectively with internal and external 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 manage a small team.*
  - *A strong knowledge and understanding of mental health and suicide prevention, including the complexities of interactions across jurisdictions, sectors (i.e. public, private and community-managed), portfolios and areas of a contributing life is desirable.*
  - *Qualifications in law, economics, public policy or similar would be an advantage.*

## Remuneration

The positions are 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.

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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 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 Alison Moorehead on 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.