



Position description

Title	Director
Classification	EL2
Salary	\$142,381 plus 15.4 per cent superannuation
Employment type	Ongoing / Non-ongoing
Opportunity type	Full time / Part time
Agency/Unit	National Mental Health Commission
Reports to	Executive Director, Policy Team
Supervises	Team members at the EL1 and/or APS6 level
Location	Sydney preferred; other locations will also be considered

ABOUT US

The National Mental Health Commission (the Commission) provides expert advice to the Australian Government on Australia's mental health and suicide prevention system, including through undertaking system performance monitoring and reporting, engaging with consumers of mental health and suicide prevention services and their carers, and leading a national whole-of-governments approach to suicide prevention.

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

THE TEAM

The Director will sit within the Commission's Policy Team which focuses on three major work areas:

- **Monitoring** – bringing together diverse data, information and perspectives, including from across sectors, on national mental health and suicide prevention system effectiveness; synthesising, analysing and translating these into insights for Government and other stakeholders;
- **Reporting** – building on these insights to inform a suite of regular products that interrogate and explicate the impact and efficacy of the mental health and suicide prevention systems over time; and
- **Advising** – drawing on these insights to provide advice that supports Government's administration and reform of the mental health and suicide prevention systems.

The Commission is also progressing a number of internal organisational priorities around its functions, efficiency, culture and capability. This includes building organisational readiness for embedding lived experience principles and practices into the Commission's way of working.

THE ROLE

The Director will be the lead in coordinating the Commission's input to policy and advice, working within tight timeframes to provide high quality analysis of best practice evidence, research literature, current national policy and indicators and administrative and survey data.

The Director will lead a team to prepare high-quality, public reports on complex issues in a manner that addresses the needs of a diverse range of stakeholders.

The role will also involve overseeing planning, procuring and managing the effective and efficient conduct of projects or contracts to support the development of reports and other materials. The Director will draw on knowledge of the mental health sector to contribute to strategic thinking.

The role is ideally suited to highly motivated candidates with a detailed knowledge of mental health systems and reforms in the Australian context, with proven experience in leading teams, consultation, project management and policy development as well as exemplary communication skills.

KEY RESPONSIBILITIES

- Managing a team, including providing mentoring and development support, and undertaking administrative functions.
- Strong strategic, analytical, and problem-solving skills, as well as the ability to communicate with influence, both verbally and in writing.
- Preparing high-quality written material, including briefings for Ministers and the senior executive, minutes and reports ranging in complexity and often to short deadlines.
- Undertaking work that is complex or sensitive and operating under limited direction, often with competing priorities, requiring a significant degree of independence and accuracy. This includes managing a range of existing grants and procurements.
- Representing the Commission at meetings/workshops to influence and manage the successful delivery of initiatives.
- Establishing and supporting diverse relationships, especially across government and non-government stakeholders, to progress outcomes in a meaningful and productive way. This includes the ability to deal intuitively and with sensitivity to a wide range of stakeholders and members of the community.

CAPABILITIES – EL2

See: [Integrated Leadership System \(ILS\) EL 2 profile | Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/integrated-leadership-system-ils-el-2-profile)

- 1. Shapes strategic thinking**
- 2. Achieves results**
- 3. Cultivates productive working relationships**
- 4. Exemplifies personal drive and integrity**
- 5. Communicates with influence**

6. Job specific criterion

- High-level report writing skills, including the ability to prepare clear and succinct written advice and content on complex issues within tight timeframes.
- Strong analytical skills and the ability to draw upon research and data insights to inform policy.
- Advanced stakeholder management skills including sensitive stakeholder consultation and collaboration expertise.
- Tertiary qualifications in mental health or other policy field and/or experience in mental health or social services sectors are desirable.
- Experience in developing national policies or contributing to a national reform agenda to meet a diverse range of stakeholder needs and perspectives would be advantageous.

Remuneration

The position is an Executive Level 2 with a salary of \$142,381 plus 15.4 per cent superannuation.

Tenure

The successful candidate will be offered an ongoing role. A merit list will be created for future ongoing and non-ongoing vacancies that become available within 18 months of advertising.

Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

Location

Sydney is preferred, but Canberra and/or Melbourne may also be suitable. Flexible work and regular work-from-home arrangements are available.

How to Apply

Applications are to include:

- **Candidate application form** downloaded from the Commission employment page;
- **A statement of claims (800 words maximum)** addressing the EL 2 capabilities and job specific criteria, outline why you consider that you have the skills, capabilities, knowledge and experience to be considered for this role.
- **Your Resume** that sets out relevant qualifications and experience; and
- **Two referees**, with names and 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 positions please contact Alex Hains, Executive Director Policy, National Mental Health Commission at alex.hains@mentalhealthcommission.gov.au

Some tips for preparing your application:

- Your statement of claims should address the requirements of the position and the selection criteria against which you will be assessed.

- Keep your application succinct and easy to read.
- 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.

We wish you all the best with your application.