



Position Title:	Policy Officer
Position Reports to:	Executive Officer
Position Purpose:	The Policy Officer will establish mechanisms for and facilitate sector input into the development of policy and advocacy positions on behalf of the Northern Territory Mental Health Coalition.
Position Location:	Darwin
Industrial Instrument:	The Fair Work Act, Social, Community, Home Care and Disability Services industry (SCHADS) Award.
Terms of Employment:	Full Time (38 hours per week) 2-year contract with a 3-month probation period. (part time negotiable)
Award Classification:	Community Services Employees level 5 or 6
Salary:	Above award \$70,000 to \$90,000 pa. plus 9.5 % superannuation. Salary packaging available.
Leave Entitlements:	4 weeks annual leave at normal pay plus 17.5% leave loading

The Vision – that all Territorians have the opportunity for the best possible mental health and wellbeing.

The Purpose – to be a strong voice for mental and wellbeing in the Northern Territory.

Guiding Principles include:

- For the common good
- Collaboration
- Accountability
- Cultural respect, responsiveness, and security
- Person centred
- Valuing of lived experiences

Background to the position

The Northern Territory Mental Health Coalition is looking to expand member and stakeholder engagement and support and development of policy and advocacy positions. This position will support the provision of evidence-based information and advice to members, government, and key stakeholders and to develop sustainable responses to strategic and emerging policy and program development opportunities for the Northern Territory mental health and suicide prevention sector.

Statement of duties

1. Developing and coordinating NTMHC's policy responses in the mental health and suicide prevention in the NT, including the Aboriginal Controlled sector, and promoting these within the community
2. Engaging with, and encouraging stakeholder engagement, in consultative processes which contribute to or inform mental health and suicide prevention policy.
3. Facilitate the development of partnership opportunities between key stakeholders, both locally and nationally
4. Represent the Coalition's views and policies to government, the non-government sector, and other key stakeholders.
5. Contribute to relevant national policy discussions.
6. Support community managed mental health and suicide prevention sector collaborations by promoting, facilitating, and engaging in relevant networks and partnerships.
7. Develop and/or support initiatives, including training, research, and resource development around existing and emerging organisational priorities.
8. Provide input to the development of NTMHC policy platform, business and strategic planning and reporting, and contributions to NTMHC publications as required.
9. Other related duties as required by the Executive Officer.

Position attributes

The Northern Territory Mental Health Coalition values the ability to work creatively and independently, and the ability to be part of a team that treats others fairly and with respect.

Selection Criteria

1. A strong understanding of the policies and issues impacting on the community mental health and suicide prevention sector in the NT and nationally, including the disadvantage experienced by Aboriginal Territorians.
2. An understanding of current legislation, programs and policies, and issues impacting on people and their families living with a mental illness.
3. Proven ability to establish and maintain networks which generate collaboration, support and feedback and work constructively with key stakeholders on projects.
4. High level communication skills including the ability to prepare policy submission, reports, and public presentations.
5. Proven competence with computer-based software applications including but not limited to Microsoft Office Programs
6. Demonstrated ability to work as part of a team and collaborate effectively in partnerships with key stakeholders.
7. Demonstrated commitment to social justice and human rights principles.
8. A preparedness to travel and represent the Coalition at regional and interstate forums.
9. A current NT Working with Children Card.
10. A current NT drivers' licence.

Application information

Applicants are required to submit a cover letter of no more than two A4 pages stating why they are suited to the position and the organisation plus a resume with at least two work related referees.

Applications are to be forwarded to admin@ntmhc.org.au and received no later than close of business 5th February 2021.

For further information contact admin@ntmhc.org.au or 8948 2246

Please note: Prior to offer of employment candidates will have to successfully complete a Safe NT Screening Assessment for Employment and a Criminal History Check.