

JOB DESCRIPTION

Key Position Information			Date Reviewed:
Title	Tender and Policy Writer	Department - Location	Executive
Reports to	Marketing and Communications Manager	Award	Individual Employment Contract (or as updated) or
		Basis of Employment	Full Time
Role Purpose			
<p>The Tender and Policy Coordinator reports to the Chief Executive Officer and assists in the production and coordination of tenders and proposals. This role will also see tenders throughout full life cycle, from pre-qualification stage to post-submission activities.</p> <p>This role will also support the development of organisational policies.</p> <p>The duties may vary in line with operational and business requirements.</p>			
Richmond Wellbeing Vision, Purpose and Values			
<p>Our Vision: A community where everyone has the opportunity to improve their mental health and wellbeing and live a fulfilling life.</p> <p>Our Purpose: We work alongside people to support their mental health, recovery and wellbeing.</p>			
Voice of Hope We believe hope is a cornerstone of recovery and will always speak out for support and social change for people living with mental health challenges.	Courage and Compassion We work in a person-centred way, demonstrating empathy, authenticity, honesty, integrity and human kindness in all our relationships with individuals, families, colleagues and the community.	Inclusion and Diversity We embrace diversity, respect and value people's differences, and consistently seek to support people to realise their full potential as connected and contributing members in the community.	Service Excellence We consistently aspire to exceed customer expectations, pursue opportunities for continuous improvement and quality, and take a proactive approach to seeking identifying and leveraging current and future opportunities.
Statement of Diversity			
<p>The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.</p>			

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
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Richmond Wellbeing Values	<ul style="list-style-type: none"> • Acts consistently in accordance with the RW Values and Key Principles – challenges practice inconsistent with these values and uses values as a basis for managing relationships and decision making • Actively engage in self-reflection and develop own practice 	<ul style="list-style-type: none"> • Reflect RW values in daily interactions and within scope of role. • Demonstrate this in supervision and Critical reflection groups
Operations	<ul style="list-style-type: none"> • Assist in the preparation of tenders and grants, and all other documents and responses ensuring they are of a professional standard • Assist in the formatting, editing, design, printing, collating and delivery of all documents. • Assist with monitoring of tender and grant progress, ensuring proposal deadlines and target dates are being met • Liaise with key internal staff to obtain input for answering submission questions. • Quality control – ensure that all processes and documentation are of a professional standard, compliant, and in accordance with company guidelines. • Provide advice and recommendations for priority areas of policy development and review • Manage policy writing process, engaging with internal and external key stakeholders and subject matter experts; collating, drafting, reviewing, and editing content as necessary 	<ul style="list-style-type: none"> •
Employee Contribution	<ul style="list-style-type: none"> • Positive and constructive work environment is promoted where employees are valued. • Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures • Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW • To carry out other duties which may be required, requested or directed and which are within the person's capability and training to perform 	<ul style="list-style-type: none"> • Show respect and helpfulness in all interactions • Read, understand and seek clarification of Policy and procedure documents. • Enrol in and complete required Core Training within required time frame. • Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> • Promote a safe and healthy working environment that complies with OSH requirements • Take a shared responsibility to ensure the safety and well-being on self and others • Utilise all protective equipment provided and as instructed • Work in a safe manner while exercising due care and caution 	<ul style="list-style-type: none"> • A "Safe work" culture operates within Richmond Wellbeing • Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.

Employee Requirements	
Skills	<ul style="list-style-type: none"> • The ability to identify the requirements and content of documents. • Expressive and persuasive written communication. • The ability to work as part of a team. • Excellent time-management, organisation and prioritisation skills. • Very high attention to detail. • Advanced MS Office skills (Word, Excel, PowerPoint).

	<ul style="list-style-type: none"> • Design/Project Management software knowledge (advantageous). • The ability to thrive in a high pressure, deadline-driven environment
Knowledge and Qualifications	<ul style="list-style-type: none"> • Qualification in Business or Communications is desirable • Previous experience in tender and grant submissions and proven coordination of proposals is essential • Experience in the development and review of policies • Strong understanding of governance • Experience in Health and Social Assistance is desirable
Attitude	<ul style="list-style-type: none"> • Positive attitude towards people experiencing mental distress. • The ability to live RW values in all workplace tasks and interactions. • Pro-active individual who is enthusiastic and committed to upholding RW values and principles
Experience	<p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> • Lived experience of mental health recovery or as family members of people with a lived experience of recovery