

# POSITION DESCRIPTION

## Policy and Project Officer

Reports to:	Manager, Lived Experience Programs
Date:	January 2022
Duration:	Full-time preferred, 6 months with possibility of extension

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### Mental Health Australia Values

Mental Health Australia has endorsed the following principles. These serve as a guiding set of values informing all Mental Health Australia activities:

- Equity and social justice
- Inclusiveness and collaboration
- Integrity and diligence
- Responsiveness to need
- Tolerance and understanding of diversity
- Professional competence.

### The National Mental Health Consumer and Carer Forum

The NMHCCF aims to improve the safety, wellbeing and quality of life of mental health consumers and carers throughout Australia through promoting their rights; creating a responsive, recover focused service system; and through supporting innovation in service delivery across the life span.

The NMHCCF comprises of one mental health consumer representative and one mental health carer representative from each Australian state and territory and representatives from major population groups and national health consumer and carer organisations.

The NMHCCF is represented on many national committees and has produced a range of policy submissions, advocacy briefs and high quality, frequently referenced position statements on issues important to consumers and carers.

### Position Purpose

This position is responsible for providing a high standard of policy and project support to the Manager Lived Experience Programs and the Strategic Projects Consultant to deliver a number of projects as part of Mental Health Australia's contractual responsibilities to the National Mental Health Consumer and Carer Forum (NMHCCF). The position is responsible for assisting with the design, implementation and delivery of projects in accordance with the NMHCCF Workplan with a specific focus on policy development and advocacy.



## Position Responsibilities

- Undertake broad range of project and administrative tasks which could include the following activities.
- Draft policy positions and formal submissions based on feedback from the Forum members in a range of areas linked with mental health reform especially including psychosocial disability, NDIA/NDIS.
- Conduct desktop research, scoping and mapping of stakeholders, resources and supporting materials.
- Assist where needed with secretariat support to working groups, project steering groups, including liaison with members, preparing and distributing meeting materials (including agendas and minutes), completing actions and briefing documents, and coordinating travel and venue requirements.
- Collate and analyse responses and feedback from NMHCCF members and other stakeholders to inform project decisions and actions.
- Liaise and maintain effective relationships with NMHCCF members, utilising a trauma-informed lens.
- Liaise and maintain effective relationships with external services and consultants engaged in the project(s).
- Develop key evaluation criteria for workshops and assist in the development of evaluation reports.
- Identify, engage and execute video production activities through liaison with internal and external stakeholders, and consumer and carer representatives.
- Provide secretariat assistance associated with project governance.
- Exercise responsibility for specific tasks that contribute to the timely and successful completion of activities and exercise responsibility for outcomes.

## Corporate Requirements

- Participate as an effective team member within Mental Health Australia, including assisting other members of the team when required
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Occupational Health and Safety Policy
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect
- Be conversant with policies and procedures relevant to your job and workplace
- Undertake other general duties as required commensurate with skills, knowledge and experience
- Able to demonstrate values consistent with Mental Health Australia.



## Skills, Knowledge and Experience (Selection Criteria)

The candidate characteristics for this position include:

- Tertiary qualification in a relevant discipline and/or equivalent related experience
- Competent in project management principles including planning, monitoring and evaluation
- Well organised, pragmatic and able to handle a diverse workload and stakeholder portfolio
- Strong organisational skills including the ability to manage numerous tasks concurrently, use initiative, establish priorities and work to tight or competing deadlines
- Established capacity to work collaboratively and cooperatively as a team member and to undertake work independently and with supervision
- Sound secretariat experience in preparing meeting documentation (agendas, minute taking and writing, and preparation of meeting action lists) and organising travel and venue requirements
- Ability to work effectively with limited supervision, independently when required and contribute positively as part of a team
- A commitment to working in partnership with consumers and carers to achieve mental health reform
- Highly developed communication skills, both oral and written, and proven ability to exercise discretion, maintain confidentiality and guide others in order to achieve desired outcomes
- Ability to liaise with individuals at all levels in a variety of contexts and to work collaboratively with consumers, carers, co-workers, community groups, government agencies and individuals
- Proven administrative skills, including use of Microsoft Office products (or ability to quickly learn and acquire new digital skills), general correspondence and report generation and preparation

Desirable characteristics include:

- Knowledge and understanding of policies and issues relevant to the mental health system and/or mental health reforms in Australia
- Experience working in a small team environment with a community based organisation
- Knowledge of trauma-informed principles
- Able to understand and negotiate differences in opinion and maintain positive and constructive relationships

