



POSITION DESCRIPTION

SENIOR POLICY AND RESEARCH OFFICER

Location: Cloverdale, Western Australia

Work type: Part-time, contract 12 months, 0.4 FTE (2 days per week)

Salary: Social and Community Services (Western Australia) Interim Award 2011. CSW Level 6.

About the role

The Senior Policy and Research Officer reports directly to the Chief Executive Officer, providing support and timely advice in relation to National and State level issues that impact mental health Consumers in Western Australia. This position works collaboratively across the organisation, and closely with other key stakeholders and sector colleagues.

As a writer and researcher with a keen eye for strategic messaging, you will lead the development of evidence-based policy submissions under the direction of the CEO; influencing progressive outcomes for people with a lived or living experience of mental health challenges in WA.

In this busy environment, you will be supported by an organisation made up of various subject-matter experts, from the Peer Workforce, to system navigation, education and training, and systemic advocacy. Your writing will be informed by on-going Consumer and sector engagement, focus groups, live issues tracking, and contemporary research methods.

Mental health is a fast-moving sector, and this role will come with great variety and may see you lend a helping hand on projects and events throughout the year in addition to regular duties.

To apply

Please send a current resume/CV, and a cover letter; no more than 2 pages, ensuring you address the Selection Criteria below.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, respect, acceptance, collaboration and integrity.
- **Flexibility:** The capacity to work and act flexibly in order to meet peer and organisational goals.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including consumers, their families/carers, staff, volunteers and sector partners.
- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.

- **Organisation:** Demonstrated ability to manage time and prioritise work to quickly respond to emerging issues under limited supervision.
- **Initiative:** A demonstrated ability to proactively take carriage of specific tasks, programs and projects and to exercise sound judgement in seeking feedback and direction.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. POLICY AND RESEARCH

- Plan and develop policy submissions and other necessary communication such as presentations and letters that align with CoMHWA's strategic directions.
- Provide informed policy advice based on analysis of evidence centred around the Consumer voice.
- Collects quantitative and qualitative data as required by the CEO or their delegate.
- Coordinate strategic stakeholder collaboration, engagement and research to progress informed and effective policy responses through established channels.
- Collaborate with colleagues to identify current and emerging issues that impact their areas of responsibility, and support appropriate knowledge transfer and translation into their programs and projects.
- Prepares and delivers written and verbal presentations as required by the CEO or their delegate.
- Produce relevant evidence, information, policy analysis, models and advice to support submissions, funding applications, planning and reporting.
- Identify opportunities to provide feedback to, and develop public policy.

B. QUALITY IMPROVEMENT

- Participate in ongoing evaluation, research initiatives and quality improvement activities and programs in CoMHWA.
- Participate in professional and performance development programs as required.

C. GENERAL

- Identify and manage risks to business operations and or program objectives.
- Deliver outputs and outcomes within agreed timeframes and to required standards.
- Conducts all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by CoMHWA from time to time.
- Performs other duties as required by the CEO or their delegate.

REPORTING RELATIONSHIPS



SELECTION CRITERIA

QUALIFICATIONS

- Relevant tertiary qualifications in a related discipline (community development, social science, public health, public policy etc.) and/or equivalent knowledge, skills and experience.

ESSENTIAL CRITERIA

- Lived experience of mental health recovery.
- Excellent written and verbal communication skills, including the ability to prepare high-quality written materials such as submissions, position papers, briefing notes, reports and letters.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Demonstrated planning and organisational skills, especially in relation to meeting deadlines and managing competing priorities.
- Demonstrated analytical and problem solving skills in order to develop strategies, ideas and opportunities for resolving issues.
- Ability to work with, support and influence Peers.

DESIRABLE CRITERIA

- Experience utilising lived experience of mental health issues in the workplace in order to bring about change.
- Understanding of the mental health sector and/or the consumer movement.

APPOINTMENT FACTORS / PREREQUISITES:

- Current Western Australian Drivers Licence;
- National Police Certificate (maximum 3 months old or ability to obtain new);
- Working with Children Check;
- Certification of tertiary or other qualifications; and
- Proof of full Covid-19 vaccination status as per Government mandates.

POSITION TYPE / REMUNERATION

POSITION TYPE AND TERM

Position type: Part-time

Position term: Contract to 31st January 2023

A full-time equivalent position (1.0 FTE) at CoMHWA is seventy-five (75) hours per fortnight.

FTE for this position:	0.4 FTE
Hours per fortnight:	30 hours per fortnight

REMUNERATION

Salary: \$84,882 FTE

Superannuation 10% of total salary

* Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWA is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.