

Position Details:

Position Title:	Policy Officer
Employment Type:	Part Time/Full time
Hours of Work:	0.8FTE/ 1.0FTE
SCHADS Award Classification:	Level 4.1

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body representing the mental health and wellbeing needs of all Tasmanians, and the community organisations that work with and support them. We work closely with the government to amplify the voices of our members and Tasmanian communities, to provide input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

Our purpose:	To support the mental health and wellbeing of all Tasmanians by strengthening the systems, community and individual awareness, that lead to better mental health outcomes
Vision:	Every Tasmanian has access to timely and affordable resources and the support needed to experience good mental health and wellbeing
Values:	Helping Others, teamwork, honesty, integrity, trust, meaning and purpose

Position Summary:

Policy Officer

The Policy Officer researches issues relevant to the Tasmanian mental health context and summarises research evidence and reports on mental health and suicide prevention for a Tasmanian audience. The role represents MHCT in relevant forums, contributes to discussions and consultations on co-design initiatives across Tasmania, and supports MHCT members and key stakeholders with research enquiries.

The Policy Officer assists the Policy and Advocacy Lead with the development of policy submissions, reports, and projects, and supports consultations related to the policy and reform agenda.

Relationships:

Reports to:	Policy and Advocacy Lead
Direct reports:	Nil

Duties and Responsibilities:

- Analyse and summarise reports related to mental health and suicide prevention; assist MHCT members and stakeholders with research enquiries in these areas.
- Support the Policy and Advocacy Lead in developing policy submissions, reports, and projects.
- Support the Policy and Advocacy Lead managing some of the administrative tasks associated with policy and advocacy related activities.
- Assist with the design, coordination, and delivery of member and stakeholder meetings (e.g., Leaders Forums), consultations (e.g., the psychosocial support roundtable), and surveys (e.g., leading the Annual Membership Survey, assessed against baseline, with an added focus on mental health promotion and prevention) relevant to policy and system improvement.
- Work collaboratively the MHCT team.
- Other activities and tasks as required.

Required Skills and Personal Attributes:

The position requires a self-motivated person with a relevant academic background and policy and research experience, excellent writing and oral presentation skills, and the ability to analyse, summarise, and synthesise relevant reports. The position would suit a values-led person who works collaboratively and contributes to a culture of helping others, teamwork, honesty, integrity, trust, and shared purpose.

Key Performance Indicators:

- Relevant mental health and suicide prevention reports are analysed and summarised to ensure good understanding of key points.
 - MHCT members and stakeholders are supported to get access to current and accurate research relevant to mental health and suicide prevention.
 - The development of policy submissions, reports, and projects is well supported under the direction of the Policy and Advocacy Lead.
 - Member and stakeholder meetings, consultations, and surveys are well coordinated and delivered within the required timeframes.
 - Written materials, digital systems, and delegated activities are delivered in a professional, organised, inclusive, and timely manner.
 - Work is undertaken in a way that reflects MHCT's values and contributes to a collaborative, respectful, and purpose-driven team culture.
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Selection Criteria:

Essential criteria:

- Demonstrated research skills (e.g., publications, reports), including the ability to analyse qualitative and quantitative data and apply co-design approaches.
- Experience analysing mental health or health policy and summarising key points, including experience with policy submissions.
- Exceptional written and oral communication skills.
- Experience leading, coordinating, and supporting stakeholder meetings, networks, and events, including engaging diverse communities in a respectful, inclusive, and culturally safe manner.
- Strong organisational and time management skills with the ability to manage competing priorities.
- Intermediate Microsoft Office skills and confidence using relevant software, digital platforms, and systems to support effective work practices.
- Demonstrated alignment with MHCT's values, including a collaborative approach and commitment to honesty, integrity, trust, and shared purpose.
- Current Working with Vulnerable People Registration (or ability to obtain).

Desirable criteria:

- Experience working with lived experience and/or an understanding of the Tasmanian peer workforce.
 - Experience in supporting suicide prevention initiatives.
 - Experience working within education or community services sectors.
 - Training or experience in trauma-informed practice, inclusion and diversity, or culturally safe practice.
 - Australian Drivers licence
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