

## POSITION DESCRIPTION

### SENIOR POLICY AND RESEARCH OFFICER

**Location:** Cloverdale, Western Australia

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

#### About the role

The Senior Policy and Research Officer reports to the Advocacy Manager, providing support and timely advice to the Systemic Advocacy team 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, you will develop evidence-based policy submissions with the Advocacy and CEO; influencing progressive outcomes for people with a lived experience of mental health challenges in WA. You will represent CoMHWA, and the lived experience consumer movement, on various external committee/taskforce/steering groups throughout the sector.

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**

- Develop CoMHWA policy submissions, information briefs and other necessary communication such as presentations and letters that align with CoMHWA's strategic directions.
- Collects quantitative and qualitative data as required by the CEO or their delegate.
- Attend, contribute to and report back from, relevant sector committees and working parties in line with the CoMHWA Systemic Advocacy program of work.
- 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.

### **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.

### **D. REPORTING REQUIREMENTS**

- This role reports to: Advocacy Manager

## 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

- It is a genuine occupational qualification of this position to have a lived experience of mental health/social and emotional wellbeing issues and recovery in accordance with section 66(s)(c) of the Equal Opportunity Act 1984.
- Excellent written and verbal communication skills, including the ability to develop and contribute to high-quality written materials such as submissions, position papers, briefing notes, grant applications, reports and letters.
- Demonstrated ability to maintain 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.
- Experience in program monitoring and evaluation.

### 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

## POSITION TYPE / REMUNERATION

### POSITION TYPE AND TERM

Position type: Contract  
Position term: Fixed term for 12 months from start date

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

<b>FTE for this position:</b>	0.6-0.8 FTE
<b>Hours per fortnight:</b>	45-60 hours per fortnight

- \* 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.