



Senior Policy Advisor Position Description

Date: 20 September 2023	Name of Employee:
Reports to: Executive Director Strategy, Policy & Advocacy	Direct Reports: Nil
Conditions: 1.0 FTE	SCHADS Award: Level 7.1 Full access to PBI salary packaging benefits
The position is based at Mental Health Victoria’s office in Melbourne, Victoria.	

MENTAL HEALTH VICTORIA

Mental Health Victoria (MHV) is the peak body for Victoria’s mental health sector. We work with carers, consumers, clinical and support services, medical colleges, professional associations, unions, police, emergency services, universities, governments and many others involved in mental health.

MHV’s aim is to ensure that all Victorians living with mental illness can access the treatment and support they need to lead fulfilling lives in the community. To this end, we commission research and develop policy aimed at improving the mental health system as a whole and its many constituent parts. We bring together mental health system stakeholders through state and national events including conferences, summits and forums, and we auspice the Victorian Mental Health Policy Network and Service Reform Advocacy Network.

Mental Health Victoria engages in advocacy, the development of public policy, and the delivery of workforce development and training services that build individual, organisational and community capacity. Mental Health Victoria translates best evidence into practice for the benefit of its members and their staff, consumers and communities.

MHV played a key role in the advocacy leading up to the Royal Commission into Victoria’s Mental Health System. MHV currently plays a key role in ensuring that key stakeholders are engaged in the reform process in order to deliver world class mental health services to all Victorians. MHV’s engagement and communications with internal and external stakeholders is critical in realising our organisational purpose.

Our Vision

Is for a society where everyone has equitable access to world-class mental health services.

Our Purpose

Is to ensure that people living with a mental illness or psychological distress can access effective and appropriate treatment and community support to enable them to participate fully in society.

Our Values

Service - we strive to understand the needs of those we serve and deliver accordingly;

One Team - working together respectfully, valuing each other, to deliver the best outcomes for members;

Integrity - each individual is accountable for their actions, their honesty and doing the right thing;

Courage - having the courage to deal with change - thinking boldly and finding new ways of doing things;

Achievement - pursuing personal, team and organisational excellence.

Position summary

As a senior policy advisor with Mental Health Victoria, you will have a unique opportunity to shape the State's mental health policy agenda and play a critical role in helping Mental Health Victoria to achieve its policy and advocacy goals, notably the successful implementation of the Royal Commission into Victoria's Mental Health System.

Position accountabilities

- Provide high-quality, original, timely advice and responses to emerging issues in mental health
- Research, coordinate and prepare reports, policy submissions, policy papers, and other publications
- Support and/or lead the co-ordination of engagement activities including webinars, consultations and events with MHV members and stakeholders
- Engage with mental health organisations representing a diverse range of stakeholders to inform policy responses
- Represent Mental Health Victoria on local, state and national committees to advocate on mental health issues, as required

Key selection criteria

- Prior experience in a fast-paced public policy role, with strengths in policy writing, analysis and development
- A solid understanding of the Victorian mental health landscape, or demonstrated experience in a similar health or community services sector
- Highly developed research and analytical skills for identifying key issues relevant to Mental Health Victoria's policy work
- Highly developed verbal and written communication skills with the ability to communicate effectively to a range of diverse audiences and to produce high quality submissions, reports and position papers
- Tertiary qualification in relevant field (for example, Public Health, Public Policy, Law, Social Work)

Highly regarded: experience or study in an economics or clinical healthcare field.

Special Requirements

- Infrequent work outside business hours may be required (e.g. work at evenings or weekends) but will be negotiated as needed
- Background checks (social media, police and other as required)

Lived experience highly regarded, though not required

We actively encourage applicants with a lived experience of mental illness, mental distress or of caring for someone with mental health challenges to apply. MHV is committed to providing a safe, supportive environment for consumers and carers of mental health services.

Please note: this is not a designated lived experience role.

OTHER REQUIREMENTS

Your position will be based at the MHV office at Level 6, 136 Exhibition Street Melbourne, Victoria with flexible working arrangements offered in line with MHV policy. It is expected that regular face to face interactions will occur with your reporting supervisor. On occasions when working from home, staff are required to be able to provide, at their own expense, a reliable internet connection and OHS-compliant workspace (desk/table, seating etc.).