



Position Description Mental Health Policy Adviser

Who we are

VICSERV is the peak body representing community mental health services in Victoria. Our purpose is to ensure that people living with a mental illness can access effective and appropriate treatment and community support to enable them participate fully in society. We do this through:

- Developing policy and research to improve the mental health system;
- Supporting our member organisations to delivery recovery orientated services in the community; and
- Collaborating with other organisations to address the premature mortality, morbidity and diminished quality of life of people living with a mental illness.

Primary Purpose

Reporting to the Manager, Policy and Communications this position plays a key role in the development, communication and implementation of VICSERV's policy and advocacy agenda in the context of current health and disability policy.

The Policy Advisor contributes to this work by participating in the planning and coordination of

- state and national consultation and engagement processes;
- identification and response to key issues, including development of policy documents and positions;
- representation and influencing activities, targeting state and commonwealth governments, and health and community services stakeholder;; and
- member and other stakeholder communication processes.

Organisational Relationships

Reports to: Manager, Policy and Communications

Internal Liaisons: Manager, Training
NDIS Engagement Manager

External Liaisons: Member organisations, CMMH services, and government stakeholders, as required.

Key accountabilities

- Contribute to the development of the VICSERV policy and advocacy agenda in line with the strategic and operational plan and in the context of current health and disability policy. Including:
 - Implementation of VICSERV's Policy Development Framework and coordination of consultation processes and strategies;

- Monitoring media, government, research and other sources of information related to mental health and related policy areas.
- Contributing to and maintaining networks and relationships with key organisations and stakeholders on issues of mutual interest.
- Work with the Manager Policy and Communications, on the implementation of policy and reform projects and activities - including:
 - Providing advice, and preparing briefing papers, policy analysis, reports, submissions and position documents, on key issues and activities;
 - Undertaking literature reviews, and other research activities, including the design and analysis of online surveys;
 - Planning and coordinating influencing strategies and campaigns.
- Contribute to and develop timely and effective communication processes and mechanisms to service providers and other stakeholders, including:
 - e-bulletins and social media;
 - VICSERV website;
 - VICSERV on-line journal newParadigm.
- Represent VICSERV at a range of external meetings and forums as required.
- Work supportively as part of a multi-disciplinary team including:
 - Actively contributing to regular staff meetings and team activities
 - Actively participating in regular supervision and quarterly performance review
 - Participating in developing an effective personal work-plan and development plan.

Personal Qualities

All staff members are expected to demonstrate the behaviours and qualities consistent with the values of the organisation.

This role also requires the following:

- Flexibility - is adaptable and open to new ideas and approaches, can effectively manage competing priorities in a busy work environment
- Assertiveness – seeks support as needed and is comfortable approaching and interacting with a wide range of people in a range of settings.

Key Selection Criteria

1. Excellent policy research and analysis skills and experience.
2. Outstanding stakeholder management and engagement skills and experience.

3. Excellent written and oral communications skills, including the ability and confidence to present to large numbers of senior stakeholders.
4. Understanding of Victoria's mental health and/or community sector and demonstrated commitment to VICSERV's Vision, Mission and Values.
5. Digital communication skills and experience.
6. Demonstrated ability to work autonomously while contributing and working cooperatively within a small team.
7. Tertiary qualifications in public health, mental health or other relevant field.

Terms & Conditions

This is a fixed-term position for initially available from October 2017 to June 2018. Extension may be possible, depending on funding

Full-time (0.8 EFT will be considered).

A small amount of "out of hours" work may be required by negotiation.

Conditions are as per the VICSERV Enterprise Agreement, 2016.

Classification is at Level 5. Salary is negotiable based on skills and experience.

Generous charity salary packaging is available.

Standard employer superannuation contributions apply..