

<b>Job Description Form</b>	<b>Senior Policy Officer - Mental Health</b>
Work Group:	Office of the Chief Executive Officer
Work Unit:	Policy, Advocacy and Strategy
Reports To:	Policy and Strategy Manager
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 5
Approved by CEO:	10 September 2021 (Des Martin)

### **VISION STATEMENT**

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

### **MISSION STATEMENT**

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services Model of Care, empowering Aboriginal people to achieve health equality in their communities.

### **ORGANISATIONAL VALUES**

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Member Services and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

### **POSITION PURPOSE**

The Senior Policy Officer - Mental Health reports to the Policy and Strategy Manager and is accountable to the Chief Executive Officer (CEO). The role is responsible for maintaining expert knowledge and awareness of issues, trends and legislative changes across national and state policy issues relating to mental health policy matters, and will take a lead role in

providing strategic advice on policy matters that will impact the mental health and social and emotional wellbeing of Aboriginal people in WA.

The occupant is also responsible for advocacy and stakeholder engagement regarding mental health and social and emotional wellbeing services, on behalf of the Aboriginal Health Council of WA (AHCWA). This position will further support AHCWA by representing the interests of Aboriginal Western Australians in a range of forums to influence government policy and programs and partner with stakeholders to achieve improved mental health outcomes.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

#### EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services (ACCHS).
- Liaises with a variety of key stakeholders, including: government agencies, in particular the WA Mental Health Commission; stakeholder representative groups; and community groups.

#### INTERNAL

- Maintains close working relationships with other officers, team members and employees of AHCWA.

### RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
STRATEGIC	<ul style="list-style-type: none"> <li>– Take a lead role in providing strategic advice on policy matters pertaining to national and state level policies that may impact the mental health and social and emotional wellbeing of Aboriginal people in WA.</li> <li>– Proactively engage with AHCWA staff, Member Services and other key stakeholders to identify mental health policy issues and priorities, develop policy positions and advice, and provide a strong evidence base for influencing policy outcomes.</li> <li>– Actively capture feedback on issues or themes emerging from AHCWA's wider engagement activities to inform mental health policy development, research and advocacy activities.</li> </ul>

	<ul style="list-style-type: none"> <li>– Work closely with AHCWA's Sector Engagement Officer, community organisations and government as required to promote Aboriginal mental health, social and emotional wellbeing and suicide prevention, and gather support and/or provide advice on Aboriginal mental health policy directions.</li> <li>– Forge and maintain linkages with relevant staff within the ACCHS, National Aboriginal Community Controlled Health Organisation (NACCHO), and affiliated peak bodies.</li> </ul>
OPERATIONAL	<ul style="list-style-type: none"> <li>– Develop written documentation including position papers, submissions, reports, letters, factsheets, presentations and strategies to promote mental health policy priorities.</li> <li>– Work as part of the broader Policy, Advocacy and Strategy Team on activities as required.</li> <li>– Assist in drafting briefing notes, Ministerial and other correspondence as required.</li> <li>– Assist the Policy and Strategy Manager to undertake policy needs analyses for AHCWA's Member Services.</li> <li>– Explore and introduce new opportunities for effective communication with stakeholders.</li> <li>– Provide a vital link between Western Australia's ACCHS, Community Sector and Government.</li> <li>– Actively contribute to the development and implementation of a collection of other policy priorities in collaboration with AHCWA's Member Services, as required.</li> <li>– Participate and be an active member in internal and external committees, where relevant and related to policy.</li> </ul>
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> <li>– Actively participate in the organisation's QMS (LOGIQC).</li> <li>– Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>– Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.</li> <li>– Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.</li> <li>– Attend and participate in professional development activities including workshops and training as required.</li> <li>– Attend and participate in Employee Development Days.</li> </ul>

	<ul style="list-style-type: none"> <li>– Participate and comply with all Work Health &amp; Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA).</li> <li>– Identify and assist to reduce Work Health &amp; Safety hazards and risks.</li> <li>– Follow the reasonable direction of Work Health &amp; Safety representatives.</li> </ul>
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## POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
STRATEGIC	<ul style="list-style-type: none"> <li>– Maintain a view across national and state mental health policy agendas and frameworks that will impact on the ACCHS of Western Australia.</li> <li>– Contribute to the planning, development, implementation and evaluation of Aboriginal mental health policies and programs on an organisational, national and state wide basis.</li> <li>– Effective and timely consultation with the ACCHS sector.</li> <li>– Professional and effective representation of AHCWA with all external stakeholders.</li> </ul>
OPERATIONAL	<ul style="list-style-type: none"> <li>– Provision of well-researched and timely policy advice.</li> <li>– Timely and effective consultation and collaboration with internal stakeholders on policy and advocacy submissions.</li> <li>– Effective and timely support to the CEO Network.</li> </ul>
QUALITY MANAGEMENT SYSTEM	<ul style="list-style-type: none"> <li>– Ensure all reporting and tasks assigned to this position are completed within a six (6) week period.</li> </ul>

## COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

## **JOB SPECIFIC COMPETENCIES**

### **QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE**

#### **ESSENTIAL:**

- Possession of a relevant clinical qualification, e.g. Counselling, Social Work, Psychology, Aboriginal Health Worker / Aboriginal Health Practitioner, Mental Health Nurse or Registered Nurse.
- Relevant clinical knowledge, skills and experience (ideally a minimum of 2-3 years) within a mental health or social and emotional wellbeing role.
- Excellent written communication skills, including the ability to prepare high-quality written materials including submissions, position papers, briefing notes, reports and correspondence.
- Highly developed interpersonal skills including negotiation and consultation skills, and the ability to proactively establish and sustain effective stakeholder relationships.
- Excellent time management skills, with the ability to manage competing priorities and meet strict deadlines.
- High level of initiative with the ability to be proactive and work autonomously as required.
- Demonstrated ability to uphold the principles of cultural sensitivity including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

#### **DESIRABLE:**

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Previous experience working in a health, social or public policy environment.
- Ability to provide strategic policy advice.
- Skills in the formulation, development, analysis and evaluation of policy, or evidence of the capacity to develop those skills.
- A sound understanding of the Aboriginal Community Controlled Health sector and relevant mental health policies.
- Demonstrated ability to communicate effectively and respectfully with Aboriginal and Torres Strait Islander peoples to ensure that their views are incorporated into mental health service planning, development and implementation.

#### **PRACTICAL REQUIREMENTS:**

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

<b>ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE</b>
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**I certify that I have read and understand the responsibilities assigned to this position.**

Employee Name:	
Signature:	
Date:	