

Position Details:

Position Title:	Policy and Projects Officer
Employment Type:	Full Time to 30 June 2022
Hours of Work:	1 FTE or 0.8 FTE will be considered

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body for community managed mental health services in Tasmania. We represent and promote the interests of our members and work closely with Tasmanian Government agencies and Primary Health Tasmania to ensure sectoral input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

Our purpose:	Strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians
Vision:	Every Tasmanian has access to the resources and support needed for good mental health and wellbeing
Values:	Compassionate and respectful, collaborative, and supportive, responsive, adaptive, leading and engaging

Position Summary:

The Policy and Projects Officer will work collaboratively with relevant staff in the analysis, research and development of policy submissions and responses. The position will work across multiple projects and support the development of the Tasmanian Reform agenda and Rethink 2020, monitor service gaps and emerging needs within the Tasmanian community, and represent MHCT on relevant working groups and committees. The Policy Officer undertakes research and analysis of best practice models and frameworks to support system improvement along with monitoring and analysis of mental health policy announcements and their impacts on the Tasmanian mental health sector. The position requires a sound working knowledge of the political climate at a National and State level in relation to mental health policy.

Relationships:

Reports to:	Sector Development Coordinator
Direct reports:	Nil



Duties and Responsibilities:

- Identify relevant requests for policy and inquiry development opportunities
 - Undertake research and consultation to inform the development of policy submissions and MHCT reports
 - Support the development and completion of policy submissions and MHCT reports
 - Monitor national and state policy announcements and analyse the implementation and impacts within the Tasmanian mental health sector and the community
 - Produce and maintain a policy register that includes policy position statements relevant to MHCT and government policy
 - Develop briefs on emerging policy along with relevant research and reports for the Board, CEO and MHCT team
 - Coordinate and facilitate relevant sector networks and events related to project and policy objectives and outcomes
 - Develop and implement various mental health related projects as directed
 - Support the development of the Tasmanian Reform agenda
 - Represent MHCT on relevant working groups and committees
-

Required Skills and Personal Attributes:

This position requires a self-motivated professional with a minimum of 2 years policy analysis and project management experience together with an interest in public health and mental health. Excellent analytical and problem-solving skills, together with the ability to build and maintain positive working relationships is essential.

Key Performance Indicators:

- Policy and inquiry development opportunities are identified and relevant
- Research and consultations are relevant and completed within the required timeframes
- National and state policy reforms are regularly monitored and analysed in a Tasmanian context
- The development of a policy register includes relevant policy position statements
- Briefing papers and summary reports are provided within the required timeframes
- Sector networks and events are well planned and professionally facilitated
- Projects are developed and implemented in consultation with other staff, and in line with strategic goals
- Participation and representation in working groups and on committees is as requested



Selection Criteria:

Essential criteria:

- Qualification and/or demonstrated experience in psychology, mental health and wellbeing, policy and/or advocacy in the community services or health sector
- Experience working in the community services or health sector
- A minimum of two years experience in policy research and analysis in an office environment
- Demonstrated experience in applying analysis and critical thinking skills to the development of policy submissions and reports
- Demonstrated social research skills including the ability to undertake desktop research along with development and implementation of surveys and focus groups
- Experience in managing multiple projects, with a strong capacity to work both individually and within a team
- Exceptional written and oral communication skills including ability to write high quality reports
- Demonstrated experience in building and maintaining stakeholder relationships
- Strong computer skills including using Microsoft 365 suite

Desirable criteria:

- Understanding of the Tasmanian mental health sector
- Drivers Licence and capacity to undertake some out of hours work and intrastate travel.