

RECRUITMENT INFORMATION PACKAGE

Policy Officer



(NSW Consumer Advisory Group – Mental Health Inc. t/a BEING)

BEING is part of



The Collective Purpose in collaboration with



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1 RECRUITMENT PROCESS

PLEASE ENSURE TO READ THE FULL RECRUITMENT PROCESS LISTED BELOW.

1. Position to be advertised through various electronic media, commencing **Friday 17th August 2018**.
2. Applications to be submitted by email to Cecilia Rais, Human Resources Manager, at cecilia.rais@collectivepurpose.org.au
3. The closing date for applications is **Friday 7th September 2018** at 5:00pm.
4. All applications will be acknowledged by email.
5. Applications should include a cover letter or email, a written application addressing **all** Selection Criteria in word format (as specified in the attached Position Description), contact details for 3 work related referees and a current resume or CV attached.

Applications will not progress to interview if all the selection criteria are not addressed in a separate document.

6. Selected applicants will be invited to attend an interview.
7. Interviews will be conducted by a recruitment panel.
8. The interviews take approximately 40 minutes to conduct.
9. All interviewees will be asked the same set of questions, although the panel reserves the right to ask additional clarifying questions if necessary.
10. The panel will rank eligible applicants in order of preference.
11. The panel will confer to confirm its decision. The panel's decision is based on individual merit, taking into account the written application, interview and also pending referees' comments.
12. Referee checks will only be conducted on the higher ranked applicants.
13. In the event that one or more referee check raises questions, the panel will re-convene and discuss strategies.
14. Pending referee checks, the successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person if appropriate.
15. All unsuccessful applicants will be notified in writing as soon as possible after the successful applicant accepts the offer of employment.

16.

2 ORGANISATION PROFILE

BEING

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|------------------------------|---|
| <i>Type of organisation:</i> | Non-government organisation, registered charity |
| <i>Funding sources:</i> | Mental Health Commission of NSW (MHC NSW) and other non-government organisations |
| <i>Geographical focus:</i> | NSW |
| <i>Issue focus:</i> | Engagement, participation and systemic advocacy for and with people with lived experience |
| <i>Industry focus:</i> | Mental Health |

General Contact details

Address: Level 5, 501 / 80 William St, Woolloomooloo, NSW 2011

Telephone: 02 9332 0200

Fax: 02 9339 6066

Email: info@being.org.au

Website: www.being.org.au

BEING

Being is the independent, NSW peak organisation for people with a lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues and emotional distress are heard by decision makers, service providers, and the community. With a long standing history of operation, Being is in a unique position to influence NSW policy, legislation, and service delivery, to improve the outcomes for the communities we serve by providing advice to the mental health sector on people's views and experiences of the way mental health services are delivered. We support people to advocate and provide input into decision making at all levels through a co-design process and peer-led activities.

Being has a strong focus on human rights, and as such advocate for the rights of people with mental health issues and emotional distress to live and participate in the communities they choose.

We are a value based organisation whose work is underpinned by Recovery-Oriented principles including respect, social justice, and transparency, and a belief that recovery is possible for every individual.

Being engages with their members, Government, Community Managed Organisations, and the community through the provision of resources and information, consultations and submissions, research and evaluation, and education and training.

Being receives core and project funding from the Mental Health Commission of NSW and the NSW Ministry of Health.

Vision

BEING's vision is for all people with a lived experience of mental illness to participate as valued citizens in the communities they choose.

Principles

- Principles of recovery underpin all our work
- Recognition of the importance of a holistic approach
- Collaboration and team work
- Flexibility, responsiveness and innovation
- Consultative and participatory processes that have consumers at the centre
- Promoting equity and positive images to address discrimination and prejudice
- Accessible and approachable for all
- Promotion of professionalism and quality practice

Strategic Goals

| OUR STRATEGIC GOALS | THE RESULTS WE WILL SEE |
|--|--|
| GOAL 1. SYSTEMIC IMPACT and INFLUENCE. | <ul style="list-style-type: none">• Positive changes in NSW policy, systems and services for people with the lived experience of mental illness.• Demonstrable impact on understanding of mental health consumer views in services, workplaces and the community. |
| GOAL 2. PROFILE & RECOGNITION. | <ul style="list-style-type: none">• Recognised widely as the lead organisation for mental health consumer views in NSW.• High consumer membership and participation |
| GOAL 3. INNOVATION & BUILDING CAPACITY. | <ul style="list-style-type: none">• Being has registered RTO status• Individual consumer, service provider and organisational capacity built through effective training and advisory services.• Stronger consumer workforce with a holistic recovery focus |
| GOAL 4. ROBUST & SUSTAINABLE ORGANISATION. | <ul style="list-style-type: none">• Thriving, resilient organisation with strong governance and efficient systems.• Secure diversified funding that matches operational needs and supports growth. |

Advocacy and Projects:

Advocacy is a core BEING function. Examples of activities include:

- Feedback & advice to parliamentary committees and other policy makers on draft policy & initiatives
- Supporting consumers to participate in committees and some staff committee representation work
- Research reports

Examples of past and current work:

- Into the Light – An Arabic Resource In Psychological Health
- Consumer Journeys Project
- Consumer Workers Forums

Other key BEING activities:

- Recovery Conference
- Recovery in Art Exhibition
- Systemic advocacy training

POLICY OFFICER

Position Description

January 2018

| | |
|-------------------------|---|
| Organisation: | Being Mental Health and Wellbeing Consumer Advisory Group (NSW) |
| Title: | Policy Officer |
| Employment type: | 1-year Fixed Term contract – Part-time (24 hours per week over 5 days) |
| Salary and Award | \$30.69 per hour. Social, Community, Home Care and Disability Services Industry Award (SCHCADS) 2010 – Level 3 Pay Point 3 (SACS Grade 3, Year 3) |
| Location: | Level 5, Suite 501/80 William Street Woolloomooloo NSW 2011 |
| Report to: | Being Policy and Communications Manager |
| Supervises: | Policy and Communications teams, Volunteers |

About Being

Being is the independent, NSW peak organisation for people with a lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues and emotional distress are heard by decision makers, service providers, and the community. With a long-standing history of operation, Being is in a unique position to influence NSW policy, legislation, and service delivery, to improve the outcomes for the communities we serve by providing advice to the mental health sector on people's views and experiences of the way mental health services are delivered. We support people to advocate and provide input into decision making at all levels through a co-design process and peer-led activities.

Being has a strong focus on human rights, and as such advocate for the rights of people with mental health issues and emotional distress to live and participate in the communities they choose.

We are a value based organisation whose work is underpinned by Recovery-Oriented principles including respect, social justice, and transparency, and a belief that recovery is possible for every individual.

Being engages with their members, Government, Community Managed Organisations, and the community through the provision of resources and information, consultations and submissions, research and evaluation, and education and training.

Being receives core and project funding from the Mental Health Commission of NSW and the NSW Ministry of Health.

Role Description

The Policy Officer position is a fundamental role to our organisation and the work we do, and will work closely with the Policy and Communications Manager, other staff and volunteers, and people with lived/living experience of mental health issues and emotional distress, to ensure the policy and advocacy direction of the organisation are aligned with the views and experience of people with lived/living experience.

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Duties and Responsibilities:

The key duties of the position are to:

- Assist in developing and implementing strategies to increase participation and engagement from people with lived/living experience of mental health issues and emotional distress.
- Plan, conduct and evaluate consultations throughout the State to ensure our feedback and policy position work is informed by a diversity of consumer perspectives.
- Code, interpret and analyse data from consumer consultations and existing literature.
- Support people with lived/living experience of mental health issues and emotional distress to provide committee representation and to represent Being and lived/living experience perspectives at committees, meetings and forums.
- Contribute to the communication and resources of Being including: inputs and contributions in the preparation of articles for Being's newsletter and e-news and other resources relevant to the organisation's consultation and participation work.
- Assist to design, develop and implement strategies to increase the profile of Being as the peak organisation in NSW for people with lived experience of mental health issues and emotional distress. This includes the development, implementation and monitoring of strategies for increasing membership to Being.
- Assist in the development, updating and maintenance of resources relevant to the organisation's consultation and participation work.
- Represent the values and Mission of Being, based on trauma informed and recovery-oriented principles.
- Other tasks or duties as required

Other:

- Act in accordance with the principles of empowerment and inclusion of all people with lived/living experience of mental health issues and emotional distress.
- Act in accordance with Being's established policies and procedures, with particular attention to the Code of Conduct
- Act at all times in accordance with the Disability Services Act 1993
- Other tasks or duties as required

3.1 Essential Selection Criteria

- Personal experience of mental health issues and the ability to draw upon own personal experiences and the experiences of other to inform your work.
- Experience working with various research and analysis methods to provide advice on current social policy issues.
- Demonstrated ability to research and write position statements, reports and/or policy advice and other policy and promotional material.
- Demonstrated understanding of National and statewide systemic issues affecting people with lived/living experience of mental health issues and emotional distress, and capacity to advocate effectively from a human rights and social justice perspective.

August 2018

- Ability to liaise and build effective relationships with a diversity of stakeholders, including people with mental health issues and emotional distress, service providers, policy makers, and funding bodies.
- Excellent time management skills, including managing projects and competing demands.
- Demonstrated ability to work both in a team environment and independently with minimal supervision.
- Strong computer skills, including the use of MS Office suite – Word, Excel, Outlook, Powerpoint.

3.2 Desired Selection Criteria

- Previous experience in working with funding bodies and meeting targets, and KPI reporting commitments and timelines.
- Experience in organising and running community events.

Conditions of employment are as detailed in the Social, Community, Home Care & Disability Services Award (SCHCADS), a copy of which is available in the workplace.

Being is an Equal Employment Opportunity employer which also means we apply affirmative action strategies to the employment of people with a lived experience of mental health issues.



POLICY OFFICER

BEING IS LOOKING FOR A POLICY OFFICER

- Contribute to Being's policy development & liaise with key stakeholders
- Analyse key state mental health policy
- Great location in Woolloomooloo

This is an exciting opportunity to contribute to the work and voice of Being as the NSW advocate for people with mental health issues and emotional distress.

The Policy Officer position is a fundamental role to our organisation and the work we do, and will work closely with the Policy and Communications Manager, other staff and volunteers, and people with lived/living experience of mental health issues and emotional distress, to ensure the policy and advocacy direction of the organisation are aligned with the views and experience of people with lived/living experience.

This position is offered as a one-year contract, 24 hours per week spread over three to four days.

Closing date for applications – Close of business, **Friday 7th September 2018**. Interviews will be held at our office in Woolloomooloo.

HOW TO APPLY

First download the attached Recruitment Information Package or [click here to download](#) a copy from our website.

Send a copy of the following to jobs@collectivepurpose.org.au

1. Resume
2. Cover Letter
3. Separate document addressing the selection criteria

The Recruitment Information Package includes the position description and selection criteria.

You must address all the selection criteria in a separate document for your application to be considered.

For more information about the role please contact our HR Manager, Cecilia Rais on jobs@collectivepurpose.org.au

To know more about BEING's work please go to www.being.org.au.