



Policy Officer Position Description November 2019

Employment type:	1 year fixed term contract – Part-time (35 hours per week) To commence 6 th January 2020
Salary:	SCHADS Level 4 Pay Point 1 - 4 (dependant on experience - SACS Grade 3 Y1-3)
Location:	Woolloomooloo
Report to:	Chief Executive Officer
Supervises:	Allocated volunteers and students

About us

Being is the independent, NSW peak organisation representing people living with mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues 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, allowing us 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 and Trauma-Informed 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 both education and training.

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

The Role

Our work touches on a wide range of issues affecting people across NSW who live with mental health issues and aims to influence decision makers through advocacy and bringing the unique living/lived experience perspectives and experiences.

Working in collaboration with our members and stakeholders, you will have the opportunity to shape and influence health policy and system reform to improve care and treatment options for people living with mental health issues.

The key responsibilities of the role shall include, but are not be limited to:

- Preparing submissions, reports, correspondence, presentations, policy statements and other documents as required for policy development and advocacy campaigns.
- Monitoring policy developments in the mental health sectors across NSW and Australia and provide rapid responses to issues as they arise.
- Development of standards, policies, frameworks and guidelines to support members in addressing systemic issues.
- Assisting in developing and implementing strategies to increase participation and engagement of people with living/lived experience of mental health issues.
- Preparing and submitting KPI reporting in alignment with funding agreements requirements.
- Planning, conducting and evaluating consultations throughout the State to ensure our feedback and policy position work is informed by a diversity of consumer health perspectives.
- Coding, interpreting and analysing of data from consultations and existing literature.
- Supporting 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.
- Contributing 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.
- Assisting 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. This includes the development, implementation and monitoring of strategies for increasing membership to **Being**.
- Assisting in the development, updating and maintenance of resources relevant to the organisation's consultation and participation work.
- Acting in accordance with the principles of consumer empowerment and inclusion
- Acting in accordance with **Being's** principles of trauma informed and recovery oriented approaches, and established policies and procedures.

Essential Criteria:

1. Identify as personally living with mental health issues, with an ability to draw upon own personal experiences and the experiences of others to inform your work.
2. Experience working with funding bodies and meeting KPI's and reporting requirements.
3. Relevant tertiary qualifications in public policy, public health, or related disciplines.
4. Demonstrated understanding of National and statewide systemic issues affecting people with living/lived experience of mental health issues, and capacity to advocate effectively from a human rights and social justice perspective.
5. Demonstrated conceptual and analytical skills in developing policy and advocacy documents. Experience in finding and using data and research from a diverse range of disciplines in policy development and advocacy.
6. Well-developed engagement and consultation skills including the ability to identify and liaise with a range of internal and external stakeholders.
7. Demonstrated excellence in written and verbal communication skills.
8. Demonstrated planning, project management or campaigning experience.
9. Committed to working collaboratively with a team with the ability to manage deadlines in a dynamic and busy environment.
10. Commitment to Recovery-Oriented and Trauma Informed principles.
11. Strong computer skills, including the use of MS Office suite – Word, Excel, Outlook, PowerPoint.

Verification

We have read this position description and are satisfied it accurately describes the position and agree to the position description:

Position holder:

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Employee's Name

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Employee's Signature

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Date

CEO/Manager

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CEO/Manager's Name

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CEO/Manager's Signature

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Date