



RECRUITMENT INFORMATION PACKAGE

Policy Officer

BEING – Mental Health Consumers Incorporated

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Organisational Profile

BEING – Mental Health Consumers is the independent, NSW peak organisation speaking with and for people with lived/living experience of mental health issues. Our primary focus is to ensure the voices of people living with mental health issues are heard by decision makers, service providers, and the community, and have an opportunity to lead and influence systemic change in services and systems.

BEING – Mental Health Consumers is committed to human rights principles of diversity, inclusion, and equity and believes that recovery is possible for all people who live with mental health issues and emotional distress.

Our Vision Our Purpose

For all people with a lived/living experience of mental health issues to engage as valued members in the communities they choose without stigma or discrimination.

Our Purpose

To ensure that the voices of people with lived/living experience of mental health issues are heard by decision makers, service providers and the community with a focus on systemic advocacy.

Our Values

The **lived experience** of people is fundamental to all that BEING – Mental Health Consumers does. Our work is underpinned by a commitment to upholding international human rights.



BEING – Mental Health Consumers holds the following values:

- Respect and dignity for all to enable inclusion.
- Social justice and equity to ensure participation.
- Belief in recovery to make it possible for every individual to recover.
- Integrity to ensure transparency and accountability.
- Fidelity to ensure the legitimate representation of the views of consumers.

Guiding Principles

- ✚ Creating space for people with lived / living experience of mental health issues to have their voices heard.
- ✚ Ensuring that recovery-oriented and trauma informed practice underpins all aspects of BEING – Mental Health Consumers' operation.
- ✚ The belief that services and a life free of stigma and discrimination are the human rights of every person.
- ✚ Providing capacity-building opportunities for all people with lived / living experience to grow.
- ✚ Ensuring that everything that BEING – Mental Health Consumers does is consumer led.

Our History and Work

With a long-standing history of 26 years of operation in leading and influencing systemic advocacy, BEING – Mental Health Consumers is expanding and growing a service provision portfolio, to support people dealing with the day-to-day impacts of mental health issues in their daily living, as well as support the expansion and growth of the lived experience workforce.

Our current programs include:

- BEING Leadership Academy
- BEING Suicide Support and Awareness
- BEING Lived Experience Network
- BEING Peer Workforce Network



National Reach

BEING - Mental Health Consumers is a founding member of the National Mental Health Consumer Alliance (NMHCA). The NMHCA was inaugurated with a formal media announcement in November 2019 in collaboration of peak bodies in multiple states and continues to grow in stature and size.

Our Culture

We pride ourselves on holding firm to our principles of Recovery Orientated Practice. This means that BEING – Mental Health Consumers upholds the following for our staff, Board, contractors, volunteers, members and the broader community:

- ✦ Promoting a culture and language of hope and optimism for people living with mental health issues.
- ✦ Use person first language and holistic approaches to recovery.
- ✦ Supporting personal recovery.
- ✦ Organisational commitment and workforce development to include people living with mental health issues.
- ✦ Take action on social inclusion and the social determinants of health, mental health and wellbeing.
- ✦ Belief that recovery is possible for everyone.

Equal Opportunity Employer

BEING – Mental Health Consumers is an Equal Opportunity Employer. This means we apply affirmative action strategies to the employment of people with personal lived/living experience of mental health issues and encourage people living with mental health issues to apply and to be involved as employees of our organisation.

POSITION DESCRIPTION

Title	Policy Officer
Weekly hours	Fulltime
Employment type	Fixed term contract to February 2023
Reporting to	Senior Policy Officer
Direct reports	Nil
Location	Woolloomooloo. NSW (Working from home during COVID restrictions may be required)

About the role

The Policy Officer plays a critical role at BEING – Mental Health Consumers in supporting and promoting the rights of mental health consumers through the ongoing development of BEING – Mental Health Consumers’ policy directives and systemic advocacy work.

Working closely with the CEO and Senior Policy Officer, the role will develop submissions and position papers, and provide systemic advocacy on a number of key committees. The role will also establish key events to engage with consumers and stakeholders.

Duties and Responsibilities

Operational Performance	<ul style="list-style-type: none"> • Assist in developing and implementing strategies to increase participation and engagement with people experiencing mental health issues, emotional distress and suicidal crisis. • Draft briefs, reports, submissions, and policy papers to a high standard. • Plan, conduct and evaluate consultations throughout NSW to ensure the work of BEING – Mental Health Consumers is informed by a diversity of consumer perspectives.
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- Research and write position statements, reports and/or policy advice and other policy and promotional material.
- Code, interpret and analyse data from consultations and existing literature.
- Provide representation of BEING – Mental Health Consumers at various committees, forums, and other events.
- Establish, facilitate and evaluate BEING – Mental Health Consumers co-design committees as required.
- Support people with lived/living experience of mental health issues, emotional distress and suicidal crisis to provide committee representation and to represent BEING – Mental Health Consumers and their perspectives at committees, meetings and forums.
- Contribute to the communication and resources of BEING – Mental Health Consumers including inputs and contributions in the preparation of articles for BEING – Mental Health Consumers 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 – Mental Health Consumers. This includes the development, implementation and monitoring of strategies for increasing membership to the organisation.
- Assist in the development, updating and maintenance of resources relevant to the organisation’s consultation and participation work, including factsheets and other documents in line with the strategic organisational directions.
- Liaise and work across organisation departments to ensure effective interface between policy development, program development, planning, service design and policy implementation.

	<ul style="list-style-type: none"> • Build strategic partnerships with people with lived experience, government partners, and other key stakeholders to ensure efficacy of policy deliverables. • Ensure community engagements are in line with recovery oriented and trauma informed practices. • Ensure all policy directives and submissions align with principles of consumer empowerment and inclusion.
Leadership	<ul style="list-style-type: none"> • Lead and model a positive attitude, professional conduct and unwavering commitment to quality outcome and service delivery for staff, members, and key stakeholders in line with the organisation Vision, Values and Strategic objectives.
Compliance and Quality Management	<ul style="list-style-type: none"> • Ensure all reporting is on time and meets organisational compliance. • Promote regular and ongoing opportunities for employees, contractors, volunteers and service users to provide feedback. • Ensure risk mitigation strategies are implemented and reviewed on a regular basis.
Other Reporting	<ul style="list-style-type: none"> • Provide regular updates and monthly reports in line with Board and executive requirements.
Other	<ul style="list-style-type: none"> • Adhere to all organisational policies, procedures, standards and practices. • Act only in ways which advance BEING's objectives, values, reputation. • Other duties as directed by the Line Manager and Executives.

Key relationships

Stakeholders	Frequency	Items
Internal staff of BEING – Mental Health Consumers including CEO, GMO, Program and Project heads, other staff, contractors, and volunteers	frequently	<ul style="list-style-type: none"> Work on a daily basis with internal staff, contractors, and volunteers.
Board of BEING – Mental Health Consumers	infrequently	<ul style="list-style-type: none"> Provide reports for the Board for each board meeting
People living with mental health issues, their family and carers, and other members of the organisation.	frequently	<ul style="list-style-type: none"> Build strong relationships with people living with mental health issues and suicide ideation and/or attempts, their family and carers, and other members of the organisation.
Funding bodies	frequently	<ul style="list-style-type: none"> Liaise with existing and new funding bodies to ensure compliance and sustainability.
State and federal Government department staff, and state and federal Commission staff	Frequently	<ul style="list-style-type: none"> Provide advice to government bodies as required.
Community Managed Organisations	moderate	<ul style="list-style-type: none"> Liaise with other organisations as required.

About You

To be successful in the position you will have the following:

	Required
Experience and skills	<ul style="list-style-type: none"> 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. 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.

	<ul style="list-style-type: none"> • Demonstrated ability to liaise effectively with a diversity of stakeholders, including mental health consumers, service providers and policy makers, and manage competing interests. • 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. • Proven ability to contribute to policy development and project management. • Experience in working with relevant funding body streams including NSW Government governance and reporting requirements.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the mental health and disability sectors, and issues affecting the communities we represent. • Knowledge in assessing risk at both organisational and individual levels. • Capacity to advocate effectively from a human rights and social justice perspective.
Others	<ul style="list-style-type: none"> • Ability to travel interstate and nationally as required (pending COVID restrictions)

Performance Plan

Policy Officer is required to develop and commit to annual key performance indicators (KPI's) that relate to BEING – Mental Health Consumers' Strategic Plan and annual Business Plan, each of which are monitored and assessed by the CEO. In addition, the Policy Officer is required to adhere to the Code of Conduct and abide by the operating Values of the organisation.

It should be noted that Position Descriptions are under constant review and may be changed at any time.