

Position Description

Position Title	National Policy & Capacity Building Officer Mental Health
Responsible to	Chair of MHAOD Working Group
Hours	Full time (38 hours per week) or Part time (min. 30 hours per week)
Salary	\$95,000 per annum + superannuation and salary packaging (pro rata if part-time)

Primary Health Network (PHN) Cooperative

The CEOs of each of the 31 Primary Health Networks across Australia have formed the National PHN Cooperative (the Cooperative). The Cooperative is designed to provide an operational forum for PHN CEOs to shape and inform a shared agenda, to articulate and demonstrate the value of PHNs to key stakeholders and the Government, and to actively engage with the Primary Health Care Reform agenda.

The Cooperative has a number of working groups, each chaired by a CEO. The purpose of the MHAOD Working Group is to support PHNs in leading the implementation of mental health reform in Australia through an active and effective partnership between the PHN network and national mental health peak organisations, professional bodies and organisations.

Accountability

The Policy & Capacity Building Officer is accountable to the Cooperative and the MHAOD working group, via the Chair (or nominee) of the working group who will provide day-to-day supervision of the position.

The Officer will be employed by their local PHN and will follow and be covered by that PHN's policies, procedures and terms of employment.

Position Summary

The Policy and Capacity Building Officer will support the MHAOD working group to implement its annual work plan and facilitate joint working among PHNs on issues or projects that are best responded to at the national level or need consistency across PHNs.

Position Roles and Responsibilities

- Support the Cooperative to proactively engage with national stakeholders, including the Department of Health, National Mental Health Commission and national MHAOD peaks, professional bodies and service providers.
- Facilitate and support PHNs' active participation in national policy developments, including coordination of submissions and support for PHN representatives on committees.
- Support collaborative approaches to the development of joint regional planning and commissioning models, sharing innovative practice across PHNs.
- Facilitate joint-working among PHNs on issues or projects that are best responded to at the national level or with consistency across PHNs.
- Provide secretariat support to the PHN Cooperative MHAOD working group.
- Maintain regular communication with all PHNs and state & territory PHN networks and other identified stakeholders.

Selection Criteria

1. A relevant tertiary qualification.
2. Extensive experience in policy formation, advocacy, policy development and stakeholder relationships, preferably in health or community services.
3. Knowledge and/or experience of the mental health and suicide prevention sector and contemporary issues, especially the PHN mental health program.
4. Proven excellence in developing and maintaining effective relationships with varied stakeholders including senior government, public and private organisations and peak bodies to facilitate the achievement of work goals.
5. Demonstrated ability to maintain effectiveness while adjusting to a changing environment, varying tasks, responsibilities and priorities.
6. Demonstrated ability to manage own workloads and outputs while ensuring projects or tasks are completed within agreed timeframes.
7. Excellent interpersonal and communication skills including the ability to develop position papers and consult, advocate, negotiate and liaise effectively with a diverse range of people.

Additional Requirements

Current driver's license and reliable vehicle – Use of own vehicle may be required with reimbursement of mileage at the current ATO rate.

Travel – Travel within Australia may be required to attend events, meetings and liaise with PHNs.

National police records check – Employment is subject to a satisfactory national police check. This will be undertaken and paid for by the employing PHN.

Performance evaluation – Formal performance reviews are conducted annually to assess outcomes against agreed performance indicators and to establish role and professional development objectives. All reviews will be conducted by the Chair of the MHAOD working group (or their nominee) and the CEO of the employing PHN (or their nominee).

Working from home – Working from home (full or part time) may be negotiated with the Chair of the working group and in line with the policy of the employing PHN.