

Department of Health & Human Services

Senior Policy Adviser

The Senior Policy Adviser, Lived Experience, Engagement and Integration advises on consumer and carer engagement issues within the department for the mental health portfolio. The role leads initiatives to enhance the voice of consumers and carers in system improvement, policy development and sector and community engagement more broadly. A key focus is stakeholder engagement with mental health peak bodies, consumers and carers. Within the broader System Policy and Integration Unit, the role also undertakes critical projects that develop and review policies, and identify opportunities for system reform to enhance service delivery, improved client outcomes and service integration.

Do you have

- A commitment to consumer and carer participation in the mental health sector and a capacity to work effectively with people with lived experience?
- Strong public policy and project management skills related to work to improve the health and wellbeing of Victorians?
- An adaptable and innovative approach to developing policy options and influencing others to achieve change?
- Strong interpersonal and stakeholder engagement skills?

Title	Senior Policy Adviser
Classification	VPS 5
Team, unit	Lived Experience, Engagement and Integration; System Policy and Integration Unit
Branch/area/region Division	Mental Health Branch, Health Service Policy and Commissioning
Work location	Level 16, 50 Lonsdale Street, Melbourne
Position number	DHHS/CHSPC/507120
Employment type	Fixed term – 3 years. Full-time (76 hours per fortnight)
Salary range	Value range 1: \$90,890 - \$100,429 plus superannuation Value range 2: \$100,431 - \$109,969 plus superannuation
Position reports to	Manager, Lived Experience, Engagement and Integration, System Policy and Integration Unit
Further information	Danilo Di Giacomo tel (03) 909 68288 / 0406 604 659
Closing date	Midnight 25 th June 20107

Organisational environment

The department develops and delivers policies, programs and services that support and enhance the wellbeing of all Victorians. We take a broad view of the causes of ill health, the drivers of good health, the social and economic context in which people live, and of the incidence and experience of vulnerability.

We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.



Our vision is to support and enhance the wellbeing of all Victorians. We aspire to be an organisation where everyone is committed to achieving our vision and demonstrates our values in all that they do.

- We are respectful
- We have integrity
- We collaborate
- We care for people, families and communities
- We are accountable
- We are innovative

Division

Health Service Policy and Commissioning

The division oversees policy, planning, funding and performance of the health system in Victoria, including public and private hospitals and day procedure centres, emergency and non-emergency patient transport services, residential aged care services, cancer services and mental health services. The division works with the newly formed Safer Care Victoria and the Victorian Agency for Health Information to ensure safe, quality health care and to disseminate innovation and improvement efforts across the health system. The division supports health and medical research and international health engagement to ensure world class clinical practice and the best outcomes for Victorians health care.

Branch

The Mental Health Branch combines the work of Victoria's Chief Psychiatrist and Chief Mental Health Nurse and their offices, and the department's mental health policy, programs and performance functions.

Role of Unit

System Policy and Integration Unit

The Unit's key roles (in partnership with Branch and DHHS colleagues across a range of divisions) relate to service system improvements, communication and implementation of key mental health policy reforms, including initiatives under the 10-year mental health plan, and the suicide prevention framework, supporting the transition of mental health services to the National Disability Insurance Scheme, and leading consumer and carer engagement.

Purpose and accountability

Purpose

The Senior Policy Adviser, Lived Experience, Engagement and Integration advises on consumer and carer engagement issues within the department for the mental health portfolio. The role leads initiatives to enhance the

voice of consumers and carers in system improvement, policy development and sector and community engagement more broadly. A key focus is stakeholder engagement with mental health peak bodies, consumers and carers.

The Senior Policy Adviser supports the Lived Experience Leadership Expert Reference Group in its role to provide advice on implementation of health promotion, early intervention and prevention activities under Victoria's 10-year mental health plan.

Within the broader System Policy and Integration Unit, the role also undertakes critical projects that develop and review policies, and identify opportunities for system reform, to enhance service delivery, improved client outcomes and service integration.

The role requires collaboration across various government departments, as well as non-government agencies to deliver multi-faceted community mental health and wellbeing programs.

The role requires flexibility and creativity to respond to emerging issues and reform agendas.

Accountabilities

Operating at value range 1, you will:

1. Develop, plan, manage and lead projects to enhance mental health consumer and carer participation and engagement in key departmental initiatives proceeding under the 10 Year Mental Health Plan, and other system improvements.
2. Contribute to the planning and development of priority projects to review policies, and identify opportunities for system reform, to enhance service delivery, improved client outcomes and service integration.
3. Provide authoritative advice, reasoned recommendations and innovative solutions to complex and sensitive issues based on comprehensive research and consultation with key stakeholders.
4. Provide high level secretariat advice and support to the Lived Experience Leadership Expert Reference Group and other committees as required.
5. Develop policy initiatives that meet government and departmental objectives within resourcing, timeline and budget parameters.
6. Monitor and report on high priority issues, risks and trends and prepare and present reports, ministerial briefs, Cabinet and agency submissions.
7. Establish and maintain effective working relationships and facilitate the flow of information across the department and with key external stakeholders.
8. Maintain an understanding of Commonwealth and State legislative and policy reform directions to influence policy development.
9. Represent the department on key stakeholder committees and groups concerned with achieving government and departmental objectives and contribute to relevant committee and governance processes.
10. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
11. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
12. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Operating at value range 2, you will perform all the above together with increasing involvement to:

13. Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
14. Provide professional leadership and guidance.
15. Make decisions that establish precedents.

16. Engage effectively with stakeholders on complex issues through effective negotiation and influence.
17. Manage cross-functional delivery of departmental policies and services impacted by sensitive and complex issues.

Selection criteria

Knowledge and skills

1. Policy skills: formulates and communicates public policy options and recommendations; keeps up-to-date with a broad range of contemporary issues; scans for links and potential implications of proposed policy options; liaises with stakeholders.
2. Problem solving: seeks all relevant information for problem-solving; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems; implements solutions, evaluates effectiveness and adjusts actions as required.
3. Written communication: prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language; edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs; ensures appropriate style and formats are used.
4. Systems thinking: diagnoses trends, obstacles and opportunities in the internal and external environment; understands the linkages between natural systems and communities to inform policy; conceptualises and defines the systems working within the organisation.
5. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

Personal qualities

6. Conceptual and analytical ability: deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.
7. Creativity and innovation: generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.
8. Integrity: committed to the public interest; operates in a manner that is consistent with the organisations code of conduct; inspires trust by treating all individuals fairly.
9. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

Safety screening

- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process.
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration and Border Protection website (www.border.gov.au) and search under 'Character and Police Certificate Requirements – How do I obtain a police certificate?'

Specialist expertise

- Lived experience is desirable.
- Knowledge of the Victorian mental health sector and an understanding of national and state directions and contemporary issues in mental health, particularly as it relates to consumer and carer participation.
- A relevant tertiary qualification in a health discipline or relevant public policy area and / or a relevant post-graduate qualification in a relevant health or public policy area is desirable.

Conditions and benefits

People who work for the department must comply with the *Code of Conduct for Victorian Public Sector Employees 2007* and agree to work according to our values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.

Employees of the Department of Health & Human Services can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible leave arrangements and training and development opportunities. Please see www.careers.vic.gov.au/why/benefits-conditions

The department promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact our Diversity Unit on DiversityInclusion@dhhs.vic.gov.au.

How and where to apply

The Department of Health & Human Services prefers job applications submitted electronically to best manage administrative and environmental resources. If you are unable to apply online, please follow the instructions below to submit a paper copy.

- Online – existing staff: click through to the job opportunities page from the department's intranet homepage.
- Online – external applicants: visit the job search page at www.dhs.vic.gov.au/about-the-department/our-organisation/careers/job-search
- Paper copy – all applicants: complete a Hard Copy Application for Employment form available via the links above or the contact for further information noted on page 1 of this document. Paper applications should quote the job reference number on the outside of the envelope and be posted to: Recruitment Officer, Department of Health & Human Services, 5/50 Lonsdale Street. MELBOURNE, VIC 3000
- If you are unable to apply online or having difficulties accessing the information online, please phone Emma Crowe, Phone: 9096 2013, for assistance.

Other relevant information

For other important information about the recruitment process, please read the department's Information for applicants page at www.dhs.vic.gov.au/about-the-department/our-organisation/careers/applying-for-a-job/information-for-applicants or request a copy from the contact for further information listed under the 'Position details' section of this document.