



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

HSS Registered

Position number	00007894
Position title	Senior Policy Officer
Classification	Level 6
Employment Instrument	Public Service and Government Officers General Agreement
Registration date	07 February 2018
Key objectives of the Mental Health Commission	The Mental Health Commission was established in 2010. To strengthen and better integrate the State's network of services relating to the prevention, treatment, professional education and training and research activities in the drug and alcohol and mental health sectors, the Drug and Alcohol Office has amalgamated with the Mental Health Commission in July 2015. The new Mental Health Commission enables the utilisation of both entities strengths and capabilities to enhance and excel in the delivery of mental health and drug and alcohol services across the state.

Reporting Relationships

Reports to:

Position Title	Classification	Position No.
Assistant Director	PSO Level 8	00007813

Positions under direct supervision:

Position Title	Classification	Position No.
Nil		

We Value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Primary Objectives of role:

The Senior Policy Officer is responsible for the planning, development, implementation and evaluation of strategic mental health and alcohol and other drug policies and programs.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better outcomes in relation to mental health, alcohol and other drug issues.

General Responsibilities

Management Support

- Contributes to the development and continuous improvement of the directorate's services.
- Contributes to the development, implementation and review of strategic and operational plans for the directorate to reflect the objectives and priorities of the Mental Health Commission (Commission).
- Contributes to directorate input into agency policy and planning processes.

Policy Development and Implementation

- Responsible for the development of key organisational policies and strategies, initiatives and processes as they relate to the Commission.
- Prepares responses to enquires relating to strategic policy and planning issues.
- Maintains an awareness of relevant trends, issues and policies in Western Australia and other jurisdictions.
- Undertakes the implementation of projects, and project management as required.
- Prepares reports, correspondence, briefing papers and speech notes as required.
- Ensures project reporting requirements are continuously maintained and up to date.
- Undertakes projects as required.

Communication and Liaison

- Represents the Directorate and the Commission on relevant committees and working groups as required.
- Consults and liaises with relevant Commonwealth and State Government agencies, non-government agencies, consumers, carers, consumer groups and other stakeholders on policy and planning development and implementation.
- Liaises effectively with other Commission directorates to ensure a coordinated approach to policy development and project management/implementation.

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Mental Health Commission:

Essential Selection Criteria:

1. Considerable experience in service planning, and policy development and implementation, including the ability to effectively provide advice and support to relevant stakeholders within a complex environment.
2. Demonstrated highly developed project management skills and experience.
3. Well-developed communication, interpersonal and negotiation skills with the ability to liaise and consult with a range of stakeholders in various contexts.
4. Demonstrated highly developed conceptual, analytical, research and evaluation skills.
5. Demonstrated highly developed organisational skills together with the ability to manage priorities and meet deadlines and timeframes.
6. Demonstrated ability to work collaboratively within a team environment and contribute to the achievement of team goals and objectives.

Appointment Factors

This position is subject to a:

- Successful criminal record screening.
- Successful Pre-Employment Integrity Check.
- Successful 100 point Identification Check.

Ethical Decision Making and Practice

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of the directorate's objectives, including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

Workplace Safety

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.