



Government of **Western Australia**  
**Mental Health Commission**

**JOB DESCRIPTION FORM**

<b>Position number</b>	00021686
<b>Position title</b>	Senior Policy Officer
<b>Classification</b>	Level 6
<b>Employment Instrument</b>	Public Sector CSA Agreement
<b>Registration date</b>	July 2024
<b>Key objectives of the Mental Health Commission</b>	The Mental Health Commission (the Commission) strives to establish mental health, alcohol and other drug services and systems that meet the needs of Western Australia's population and deliver quality outcomes for individuals and their families. The Commission provides support to three independent bodies, the Mental Health Advocacy Service, the Mental Health Tribunal and the Office of the Chief Psychiatrist, which operate independently with corporate service support provided by the Commission.

**Reporting Relationships**

**Reports to:**

<b>Position Title</b>	<b>Classification</b>	<b>Position No.</b>
Manager Strategic Policy	PSO Level 7	00021720

**Positions under direct supervision:**

<b>Position Title</b>	<b>Classification</b>	<b>Position No.</b>
Nil		

**We Value:**

- Respecting individuals and culture
- Engaged and accountable
- Leading with courage
- Keeping integrity at our core

**Primary Objectives of role:**

The Senior Policy Officer in the Office of Alcohol and Other Drugs (Office) is responsible for the planning, development, coordination, implementation, and evaluation of alcohol and other drugs (AOD) strategies, policies, frameworks, action plans, and services planning initiatives. The Senior Policy Officer is required to undertake research and analysis in relation this work and lead the implementation of projects that support the Commission to achieve organisational goals.

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 AOD outcomes and improved mental health.

## **General Responsibilities**

### **Management Support**

- Contributes to the development and continuous improvement of the Office's services, its staff and resources.
- Contributes to the development, implementation and review of strategic and operational plans for the Office to reflect the objectives and priorities of the Commission.
- Contributes the Office's input into agency policy processes.

### **Policy Development and Coordination**

- Responsible for the development of key AOD policies, strategies and initiatives and processes in accordance with government priorities and Commission objectives.
- Prepares advice to senior staff and stakeholders relating to strategic AOD policy and planning issues.
- Undertakes detailed investigations and analysis of evidence on specific AOD issues, including literature reviews.
- Prepares position papers, discussion papers, reports, correspondence, and briefing notes as required.
- Maintains an expert awareness of relevant trends, issues and policies relevant to AOD in WA and other jurisdictions.
- Leads the planning and implementation of projects as required.
- Ensures project reporting requirements are continuously maintained and up to date.

### **Communication and Liaison**

- Represents the Office, division and the Commission on relevant committees and working parties when required.
- Consults and liaises with relevant Commonwealth and State Government agencies, non-government organisation representatives, peak bodies, consumers and other stakeholders on strategic AOD policy and planning development and implementation.
- Liaises effectively with other Commission divisions to ensure a coordinated approach to AOD planning, policy development and project management and implementation.
- Provides executive support for key committees and governance mechanisms.

### **Other**

- Collects and keeps records and files in accordance with the principles and standards of government record keeping and the Commission's policies and procedures.
- Participates as required in Commission's Performance Management System.
- Other duties directed.

## **Selection Criteria**

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

### **Essential Selection Criteria:**

1. Experience in strategy, policy and/or service planning development and implementation, including the ability to effectively provide advice and support to relevant stakeholders within a complex environment.
2. Well-developed verbal communication, interpersonal and negotiation skills with the ability to liaise and consult with a range of stakeholders in various contexts.
3. Well-developed written communication skills, including reporting writing.
4. Highly developed conceptual, analytical, research and evaluation skills.
5. Demonstrated highly developed project management and organisational skills, including the ability to manage priorities and meet deadlines and timeframes.
6. Demonstrated ability to work effectively independently and collaboratively within a team environment, contributing to the achievement of team objectives.

### **Desirable Selection Criteria:**

1. Knowledge of the policy formulation process in the WA Government.
2. Relevant tertiary qualification.
3. Sound knowledge of alcohol and other drugs issues, priorities and strategies.

### **Appointment Factors**

This position is subject to a:

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

### **Ethical Decision Making and Practice**

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

Demonstrates a focus on the achievement of branch 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 Commission's Occupational Safety and Health policy and procedures.

### **Cultural Security**

In undertaking this role, the incumbent is required to have a sound understanding about Ways of Working with Aboriginal people.