



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

**JOB DESCRIPTION FORM**

<b>Position number</b>	00011151
<b>Position title</b>	Manager Programs and Policy
<b>Classification</b>	Level 7
<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>
Assistant Director, Office of Alcohol and Other Drugs	Level 8	00021208

**Positions under direct supervision:**

<b>Position Title</b>	<b>Classification</b>	<b>Position No.</b>
Coordinator, Legislation and Projects	Level 6	00011153
Senior Project Officer	Level 5	00011156
Project Officer	Level 4	00011154
Assistant Project Officer	Level 2	00011160

**We Value:**

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

**Primary Objectives of role:**

The Manager, Programs and Policy manages the planning, development, implementation and evaluation activities within the Office of Alcohol and Other Drugs. The Manager, Programs and Policy leads and contributes to the development of alcohol and other drug (AOD) strategy, policy, programs and planning in collaboration with internal stakeholders and other government and non-government agencies, and collaborates with stakeholders to respond to AOD issues.

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 and AOD issues.

## **General Responsibilities**

### **MANAGEMENT SUPPORT**

- Assists and supports the Assistant Director in the management of the Office.
- Contributes to the development and continuous improvement of the Office's services, its staff and resources.
- Leads and manages human, financial and physical resources of the team.
- Contributes the Office's input into agency policy and planning processes.
- Contributes to the development, implementation and review of strategic and operational plans for the Office, to reflect the objectives and priorities of the Commission.

### **PROGRAM DEVELOPMENT AND ADMINISTRATION**

- Manages the planning, development, implementation and evaluation of AOD related activities.
- Makes recommendations to senior officers of the Commission, the Department of Health and Ministerial Officers relating to the development of alcohol control legislation and related regulations.
- Leads and prepares submissions under the *Liquor Control Act 1988* and other related legislation.
- Manages the preparation of briefing notes, ministerial replies, submissions, discussion papers and reports.
- Informs and contributes responses to AOD issues or questions raised by stakeholders.

### **CONSULTANCY**

- Liaises, consults and negotiates about AOD initiatives and policies with external stakeholders including alcohol industry, AOD sector agencies, State, Federal and local government and non-government organisations, and the general public.
- Maintains effective liaison with senior officers within the Commission, Department of Health and other government and non-government organisations.
- Represents the Office, Division and Commission on relevant forums, committees, reviews and working groups, as required.

### **POLICY**

- Contributes to the planning, development and implementation of AOD strategy and policy in accordance with government priorities and Commission objectives. This may include, but is not limited to, the development, implementation and review of AOD strategies, frameworks, policies and systems and processes.
- Coordinates and contributes to the development of broader state-wide strategies, policy, and priority setting.
- Maintains an expert awareness of AOD strategy, research, priorities and policies in other jurisdictions both nationally and internationally, and identifies trends that may impact on AOD and/or mental health reform.
- Identifies emerging policy issues and oversees and/or leads the detailed investigation and analysis of data and other evidence to support policy, planning and monitoring processes.
- Initiates research supporting the Commission's strategic direction.

### **OTHER**

- Other duties as required.

## **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. Demonstrated experience in the planning, development and implementation of policy and programs.
2. Demonstrated leadership and supervisory skills with the ability to work collaboratively within a team environment and contribute effectively to team goals and objectives.
3. Highly developed verbal and written communication, interpersonal, and negotiation skills, with the ability to consult and liaise with a range of stakeholders in various contexts.
4. Well developed conceptual, analytical and research skills with the ability to resolve problems of a complex nature.
5. Demonstrated project management and organisational skills, with the ability to manage priorities and deadlines.

### **Desirable Selection Criteria:**

1. Relevant tertiary qualification.
2. Sound knowledge of alcohol and other drug issues, priorities and strategies.
3. Demonstrated experience analysing and interpreting legislation and policy.

### **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.