



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

Position number	00021697
Position title	Manager Strategic Policy
Classification	Level 7
Employment Instrument	Public Sector CSA Agreement
Registration date	July 2024
Key objectives of the Mental Health Commission	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:

Position Title	Classification	Position No.
Assistant Director	PSO Level 8	00018357

Positions under direct supervision:

Position Title	Classification	Position No.
TBC	TBC	TBC

We Value:

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

Primary Objectives of role:

The Manager Strategic Policy in the Office of Alcohol and Other Drugs (Office) is responsible for leading key strategy, policy, and planning initiatives in collaboration with both external and internal stakeholders to reduce harms from alcohol and other drugs (AOD). The position is required to undertake complex research and analysis in relation to the development of policies, strategies, and action plans, and oversee 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

- 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.

Strategic Policy and Planning

- Leads and coordinates the planning, development and implementation and delivery of AOD strategy, policy and major projects 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.
- Consults with Commonwealth and State Government agencies, non-government organisation representatives, peak bodies, consumers and other stakeholders on strategic AOD policy matters.
- Provides advice to senior staff on strategic AOD policy and planning issues.
- Informs and contributes responses to strategic policy issues or questions raised by stakeholders.
- Monitors the implementation and review of new and existing policies to ensure that the best outcomes are achieved.
- 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 and planning and monitoring processes.
- Liaises with other Commission divisions to ensure a comprehensive and coordinated approach to AOD planning, policy and strategy development, implementation and evaluation.
- Establishes and maintains appropriate risk management and accountability frameworks as they relate to strategic policies, plans and strategies.

Communication and Liaison

- Represents the Office, division and the Commission on relevant forums, committees, reviews and working parties when required.
- Effectively liaises with through mental health and AOD governance arrangements and with relevant government and non-government agencies, consumers, carers, peaks, consumer groups and other stakeholders to ensure input to planning processes.
- Builds and establishes productive relationships with internal and external stakeholders and manages consultation and engagement on complex issues.
- Prepares reports, correspondence, briefing papers and speech notes as required by the Assistant Director, Director, Deputy Commissioner, Commissioner or other senior executive staff.

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 Commission:

Essential Selection Criteria:

1. Considerable experience in strategic policy management, development and implementation including the ability to effectively consult, provide advice and support to relevant stakeholders within a complex environment.
2. Demonstrated leadership and supervisory skills, and the ability to work collaboratively within a team environment and contribute to the achievement of team goals and objectives.
3. Highly developed verbal and written communication skills, 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 meet deadlines.

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.