



# mental health

community coalition ACT Inc.

## Position Description

<b>Position Title</b>	Consumer Carer Policy, Participation & Engagement Officer
<b>Responsible To</b>	Policy & Sector Development Manager
<b>Hours</b>	Part-time (15 hours per week) Flexibility in working hours is available. Schools hours can be accommodated. Several short days preferred. Contract until 30 June 2019 (possibility of extension)
<b>Salary package</b>	Multiple Enterprise Agreement Level 4/5, \$62,156 - \$74,535 p/a (pro rata) plus 9.5% superannuation plus generous salary packaging options.

The Mental Health Community Coalition ACT (MHCC ACT) is the peak body representing the not-for-profit mental health sector in the ACT. MHCC ACT aims to enhance partnerships, share information, and engage in sector development and coordination with all stakeholders. MHCC ACT provides leadership within the ACT mental health sector and informs government policy and strategic directions. MHCC ACT is governed by a Board of Management and informed by a Consumer and Carer Caucus.

### Accountability

The Consumer Carer Policy, Participation & Engagement Officer reports to the Policy & Sector Development Manager. The Consumer Carer Policy, Participation & Engagement Officer will meet with the Policy & Sector Development Manager as required and participate in performance review and development, based on the relevant position description.

### Position Summary

Working under the direction of the Policy & Sector Development Manager, this role is responsible for providing high level policy and advocacy support to Caucus members through assisting Caucus representatives to distil consumer carer input into policy analysis, review and development, and assisting the organisation to maximise the use of consumer and carer input, through Caucus and other channels, to achieve MHCC ACT strategic goals. The Consumer Carer Policy, Participation & Engagement Officer will also assist Caucus with capacity building to enhance consumer & carer engagement mechanisms and participation within Caucus and across the organisation.

The Consumer Carer Policy, Participation & Engagement Officer will work closely with the Caucus Chairperson to define needs and requirements in relation to Caucus policy and administrative functions and other support.

## **Position Roles and Responsibilities**

- Assist Caucus in its work within the MHCC ACT through strengthening policy and advocacy positions and capacity for mental health consumers and carers participating and engaging with the MHCC ACT;
- In partnership with Caucus, formulate and conduct research on mental health policy, especially in developing submissions, position statements and on key strategic issues affecting ACT mental health consumers and carers;
- Assist with liaison with consumer and carer members and partners, to ensure broad mental health consumer and carer input into ACT and national mental health policy initiatives;
- Work with Caucus and MHCC ACT to develop and maintain a contemporary knowledge base of issues facing the mental health sector with particular reference to issues facing consumers and carers;
- Support Caucus and MHCC ACT to develop relationships and partnerships with key organisations involved in improving mental health outcomes for consumers and carers;
- Assist Caucus representatives to distil consumer carer input into policy analysis, review and development and to maximise the use of information from the broader consumer and carer population in the work of MHCC ACT;
- Support Caucus and MHCC ACT to develop and deliver strategies, plans and work to achieve key consumer carer participation & engagement goals;
- Provide administrative and liaison support and other general duties as required including:
  - Assisting with organising meetings, preparing agendas and other papers, taking minutes, etc.
  - Draft documents, including letters, project plans, position statements;
  - Assist Caucus Board representatives to provide advice and input at Board meetings and in other forums on policy areas of expertise;
- Participate as an active member of the MHCC ACT staff team;
- Undertake professional development and training activities to increase awareness of mental health and related issues as required.

## **Selection Criteria:**

### **Essential:**

1. Tertiary qualification in a relevant discipline or equivalent experience;
2. Lived or living experience of mental illness either as a consumer or carer;
3. Excellent communication and interpersonal skills, including ability to engage with consumers, carers, and a wide variety of other stakeholders.
4. Self-motivated and self-directed, including ability to work independently and effectively combine routine tasks with high level project support
5. Knowledge and understanding of policy issues and frameworks, including human rights frameworks, relevant to mental health reform;
6. Demonstrated commitment to the principles of best practice consumer and carer participation and engagement.

**Desirable:**

1. Project management and mental health consumer carer participation experience
2. Experience of advocating or representing stakeholders or members
3. Able to work flexibly across the week – at least 3 days per week

**Additional requirements:**

A current Working with Vulnerable People check and police check or willingness to undertake these checks is a requirement for this position.

**How to apply**

To apply for this position, forward the following documents to [admin@mhccact.org.au](mailto:admin@mhccact.org.au) by the closing date:

- A written statement articulating how you meet each of the selection criteria (maximum 4 pages). We are interested in examples you can give to support your claims.
- A current resume. Ensure it includes your best contact details as well as 2 current referees.

For more information, contact Simon Viereck on [admin@mhccact.org.au](mailto:admin@mhccact.org.au) or (02) 6249 7756.

Please note that for an application to be considered it MUST be received by the closing date and include the above listed documents.

**CLOSING DATE FOR APPLICATIONS IS 9AM MONDAY 11 FEBRUARY 2019**