Position Details:

Position Title:	Policy and Research Officer
Employment Type:	Full Time to 30 June 2024
Hours of Work:	1 FTE

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body for community managed mental health services in Tasmania. We represent and promote the interests of our members and work closely with Tasmanian Government agencies and Primary Health Tasmania to ensure sectoral input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

Our purpose:	Strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians.
Vision:	Every Tasmanian has access to the resources and support needed for good mental health and wellbeing
Values:	Compassionate and respectful, collaborative, and supportive, responsive, adaptive, leading, and engaging

Position Summary:

The Policy and Research Officer will work collaboratively with relevant staff in the analysis, research and development of policy submissions and responses. The position will work across multiple projects and support the development of the Tasmanian Reform agenda and Rethink 2020, monitor service gaps and emerging needs within the Tasmanian community. The Policy and Research Officer designs and coordinates research and analysis of best practice models and frameworks to support system improvement along with monitoring and analysis of mental health policy announcements and their impacts on the Tasmanian mental health sector. The position requires a sound working knowledge of the political climate at a National and State level in relation to mental health policy.

Relationships:

Reports to:	General Manager
Direct reports:	Nil

www.mhct.org

enquiries@mhct.org
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Hobart TAS 7000

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Duties and Responsibilities:

- Identify relevant requests for policy and inquiry development opportunities.
- Coordinate research and consultations to inform the development of policy submissions, reports, and projects.
- Monitor national and state policy announcements and analyse the implementation and impacts within the Tasmanian mental health sector and the community.
- Facilitate understanding and engagement about system and policy reform with MHCT members and stakeholders.
- Prepare briefs on emerging policy along with relevant research and reports for the Board, CEO and MHCT team.
- Coordinate and facilitate relevant sector networks and events related to project and policy objectives and outcomes.
- Represent the MHCT on relevant committees, advisory groups and at network meetings.
- Lead and/or contribute to various mental health related projects as required.
- Support the development of the Tasmanian Reform agenda.
- Provide support and guidance to other project staff around policy.

Required Skills and Personal Attributes:

This position requires a self-motivated professional with a minimum of 2 years policy analysis and research experience together with an interest in public health and mental health. Excellent analytical and problem-solving skills, together with the ability to build and maintain positive working relationships is essential.

Key Performance Indicators:

- Policy and inquiry development opportunities are identified and relevant.
- Research and consultations are relevant and completed within the required timeframes.
- National and state policy reforms are regularly monitored and analysed.
- MHCT members and stakeholders understand and are actively informed in policy work.
- Briefing papers and summary reports are provided within the required timeframes.
- Consultations and events are well planned and professionally facilitated.
- Representation on committees, advisory groups and at network meetings is relevant, and consistent with MHCT strategic objectives.
- Policy development and research is undertaken in consultation with other staff, and in line with strategic goals.
- Project staff are mentored and supported in relation to policy and research goals.

Selection Criteria:

Essential criteria:

- A minimum of two years' experience in policy research, design, and analysis in an office environment

- Demonstrated social research skills including the ability to undertake desktop research and applying analysis and critical thinking skills to the development of policy submissions and reports.

- Strong experience in the design and implementation of consultation approaches to support policy development.

- Experience in managing multiple projects, with a strong capacity to work both individually and within a team.

- Exceptional written and oral communication skills including ability to write high quality reports.

- Demonstrated experience in building and maintaining stakeholder relationships, and the facilitation of steering committees and working groups.

- Experience in the development and analysis of surveys, using Survey Monkey.

- Drivers Licence and capacity to undertake interstate and intrastate travel.

- Intermediate computer skills using Microsoft 365 suite.

Desirable criteria:

- Experience working in the Tasmanian mental health sector.