



SENIOR ADVISOR - POLICY & SECTOR DEVELOPMENT

POSITION DESCRIPTION

BACKGROUND

QAMH is the peak body for the community mental health and wellbeing sector in Queensland. We represent more than 100 organizations and stakeholders involved in the delivery of community mental health services across the state. At a national level, we collaborate with Community Mental Health Australia, and we work alongside our members to build capacity, and to advocate on their behalf on issues that impact their operations and people who access their services.

STRATEGIC OBJECTIVE

The Queensland Alliance for Mental Health reforms, promotes and drives community mental wellbeing service delivery for all Queenslanders, through its influence and collaboration with its membership and its strategic partners.

PRIMARY DUTIES

The Senior Advisor – Policy & Sector Development two main areas of focus:

1. Responsibility for the development and implementation of the QAMH's policy and position papers, which includes analysis and evaluation of the mental health environment including relevant public policies, reforms and initiatives. Key areas of work are policy, research, analysis and evaluation, review of committee papers and minutes to understand the activities and report upon them, policy analysis, prepare presentations and meeting summaries on current issues, submission writing, community development and sector support.
2. Responsibility for sector development initiatives for QAMH which are based on understanding the mental health landscape and needs of the sector through the policy work. This will include but is not limited to communicating and sharing relevant information with the members, development of targeted education and capacity building initiatives. dissemination of information.

This role will be based at the QAMH office with the CEO and travel both state/nationally will be required as agreed with the CEO.

PRIMARY ACCOUNTABILITY

The Senior Advisor – Policy & Advocacy will be accountable to the CEO but will work closely with the Director – Engagement and Partnerships.

DIRECT REPORTS

This role will have line management responsibility for a small number of policy and sector development staff who will be working on projects and this may vary depending on specific projects related to the work of the office.

CRITICAL EXPERIENCE

The successful candidate will have:

- Excellent, high-level research and analysis; and policy and report writing skills;
- A firm grasp of contemporary mental health issues, particularly around service provision in the community mental health programs, understanding of the National Disability Insurance Scheme (NDIS) and the impact upon people with mental illness, their families and carers;
- Strong understanding of the political processes, political system and policy processes;
- Good organisational skills and capacity to manage project-based teams'
- Keeps abreast of the latest issues around Mental Health reforms, including the NDIS
- Ability to manage and work in teams;
- Excellent verbal and written communication skills;
- A knowledge of how to apply adult learning principles;
- Relevant tertiary qualification

DESIRABLE EXPERIENCE

- Experience of working with a membership-based organisation;
- Educational experience and training development would be desirable.
- Experience of line management and staff development

KEY RESULT AREAS

OPERATIONAL

- Remain up-to-date and fully informed on all significant developments in mental health which impact the community-managed mental health sector, including human rights, NDIS and other relevant trends in health care;
- Scan policy landscape and advise CEO of relevant legislation and reform that is relevant to the Community Mental Health Sector.
- Work with and manage, where appropriate, internal and external stakeholders to develop and deliver submissions, policies, communications and other relevant project initiatives;
- Write submissions, briefing papers for the QAMH team that can be used for presentations, reports to committees/boards, communications and stories;
- Maintain current updates across the sector for QAMH meetings;
- Develop draft slides, presentations, speeches for CEO and Director, Engagement & Partnerships;
- Attend meetings and present, on behalf of QAMH as agreed with CEO;
- Participate in appropriate stakeholder networks, advisory groups, policy discussions, meetings and conferences as agreed with CEO;
- Meet with local members & QTN stakeholders as agreed with CEO.

LEADERSHIP AND SUPERVISION

- Day to day management of staff reporting to the role to achieve KRAs.
- Complete annual performance plans and reviews for staff reporting to the role.
- Work with the CEO on any recruitment or HR matters that relate to the roles reporting to this position

COMMUNICATIONS

- Promotes and represents QAMH in the external environment at local, state and national levels as agreed with CEO;
- Works closely with the communication team to plan media in relation to relevant projects
- Development and dissemination of media releases in conjunction with CEO and communications team

COMMUNICATIONS & ACCOUNTABILITY

- Assist with writing reports, statistical analysis & graphs
- Initiate and provide regular communications to promote QAMH through a variety of channels including, but not limited to, the QAMH Website, social media platforms.

GENERAL

- Contributes intelligence to business direction and operations of QAMH;
- Provide additional support to QAMH as directed by the CEO;
- Assist with Grants, Submission and Scholarship applications.
- Meet obligations under OH&S legislation and escalate matters as appropriate to CEO.
- Uphold the values of QAMH in all work.
- Contribute to quality improvement activities as identified with CEO.