



Position Description

Position Title: Policy and Communications Officer

Reports to: Policy and Communications Manager

Department: Policy & Communications Team

Position Type: 0.8FTE

Classification: Social, Community, Home Care and Disability Services Industry Award 2010
Community Development Worker, Level 5.

VMIAC Overview:

VMIAC is the peak Victorian non-government organisation for people with lived experience of mental health or emotional issues. VMIAC engages in a number of activities, including information provision, peer support and self-help. VMIAC provides individual, group and systemic advocacy along with research and evaluation, education and training.

OUR VISION

A world where all mental health consumers stand proud, live a life with choices honoured, rights upheld, and these principles are embedded in all aspects of society.

VMIAC aims to achieve our vision by:

1. Honouring mental health consumer diversity
2. Providing advocacy for mental health consumers
3. Advancing mental health consumer workforce and leadership
4. Delivering information and training to the community
5. Enabling mental health consumer driven education and research
6. Developing strategic partnerships.

OUR GUIDING PRINCIPLES

VMIAC's work is premised on the following beliefs:

- People's experiences are respected and valued
- People are experts in their own lives
- People have a right to self determination
- People have capacity to make genuine choices, free from coercion
- People should be safe, respected, valued and informed
- People's diversity is embraced



Working Relationships:

Internal	External
Policy and Communications Manager	Consumers and Consumer Groups
All Staff	Mental Health Services
	Department of Health and Human Services
	Media

Principle Objective:

The principle objective of this role is to work as part of a small team to support and promote the rights of mental health consumers through the ongoing development of VMIAC’s policy and systemic advocacy work, the development of submissions and position papers, responses to the Royal Commission into Mental Health and the effective use of communications tools including social media.

Specific Responsibilities:

Policy

- Assist in the research, writing and development of policy position papers, policy submissions and other documentation required to support and promote the rights of consumers;
- Consultation with consumers, including research and review of consumer literature to gain clarity and understanding of consumer perspectives about issues and barriers faced within the mental health system;
- Representation and reporting of VMIAC and consumer perspectives in meetings with government and mental health system stakeholders.



Information and resources

- Assist in the development of resources tailored to the needs of consumers to provide essential information about human rights.

Communication

- Assist in the development and growth of VMIAC's strategic communication channels, increasing engagement through social media and the VMIAC website to create more connection, provide current updates and information and source valuable feedback and input from the community
- Assist in other organisational communication tasks as required, including official documents, flyers, online graphics and VMIAC branding
- Ensure priority issues are well communicated and represent the perspectives and experiences of mental health consumers.

Projects

- Assist in developing VMIAC responses to the requirements of the Royal Commission into mental health;
- Lead small to medium policy research and development projects, which respond to and promote the interests of consumers;

Teamwork

- Work under the direction of VMIAC's Policy and Communications Manager;
- Attend and contribute to monthly staff meetings, team meetings and other forums as appropriate providing information and feedback;
- Embrace and adopt VMIAC's Code of Conduct working to create a safe, supportive and happy workplace;
- Respect boundaries and providing peer support to colleagues where it is safe to do so;
- Actively contribute to Workplace Health and Safety by taking reasonable care for personal health and safety and that of others in the workplace; raising suggestions and concerns as they arise to ensure a safe work environment for employees, consumers and visitors;
- Complete tasks as assigned and requested by management.



Key Result Areas	Key Performance Indicators
Policy	<ul style="list-style-type: none"> Completion of planned tasks and projects within time and quality requirements
Information and resources	
Communication	
Projects	
Teamwork	

Knowledge, Competencies and Behaviours:

Essential:

1. A lived experience of mental health issues, and of using public mental health services, is essential for this role;
2. Sound understanding of consumer experiences and perspectives, with a minimum of one years' work in a consumer role;
3. Effective communication skills, with demonstrated relationship management and stakeholder engagement experience;
4. Excellent written communication skills, including the ability to draft and submit a variety of documents, policy papers and submissions;
5. A strong commitment to the protection of human rights and the fostering of equality;
6. An open-minded and inclusive attitude, including a willingness to work with diverse consumer perspectives;
7. Effective problem-solving and analytical skills;
8. Intermediate desktop formatting skills and competence in the Microsoft Office suite, in particular Microsoft Word;
9. Efficient and effective time management skills including a demonstrated ability to prioritise work under limited supervision to meet timelines;
10. A current Victorian driver's licence, Police and Working with Children check is essential.
11. A strong team player committed to achieving team outcomes;

Desirable:

1. A positive, 'can-do' approach with a passion and commitment to achieving the best outcomes for consumers of mental health services;



2. Experienced in using social media. Some skills in graphic design, web site management or other communications are desirable but not essential;
3. Good research and analytical experience, skilled in examining and reporting on complex social issues;
4. Experience giving advice to mental health services, government or other stakeholders from a consumer perspective;
5. Strong self-motivation and ability to work independently and meet the requirements of a formal workplan;

Equipment:

- Use of company vehicle where necessary for business purposes.

Special Conditions:

- Rural and metropolitan travel is required from time to time to meet with consumers, service providers and agencies;
- Interstate travel and overnight stay outside locality may be required on occasions.