

Position description

Principal Policy Officer – Mental Health Policy

Towards elimination of seclusion and restraint

The final report of the Royal Commission into Victoria's Mental Health System sets out a comprehensive and ambitious reform agenda that the Victorian Government has committed to implementing in full. This presents an exciting once-in-a-generation opportunity to reform Victoria's mental health system and make a real difference to the way people experiencing mental illness are supported in Victoria.

Backed by an unprecedented \$3.8 billion investment in response to the findings of the Royal Commission into Victoria's Mental Health System, the Mental Health and Wellbeing Division in the Department of Health is embarking on the ambitious policy challenge of reshaping the mental health system in Victoria to reshape the scope and the way mental health services are delivered in Victoria. These reforms also include a focus on supporting integrated services for people with co-occurring mental health and substance use issues.

The Principal Policy Officer is a key role in the Mental Health Policy Team. The team has carriage of recommendation 54 of the Royal Commission and will be critical to co-designing a strategy to drive the Victorian mental health system towards elimination of the use of seclusion and restraint. Working as part of the team, the Principal Policy Officer will collaborate with people with lived experience of mental illness or psychological distress, the mental health and wellbeing workforce and service providers, in development of the strategy. The Principal Policy Officer will apply improvement science and work closely with Safer Care Victoria, the Office of the Chief Psychiatrist and peak bodies to undertake this important work.

Applications from people with experience of mental illness/psychological distress and people who have experienced seclusion or restraint are especially welcome.

Are you

- Expert in leading policy design and development with a proven track record of delivery quality outcomes?
- Experienced at building and maintaining partnerships with diverse internal and external stakeholders?
- An individual with superior engagement and communication skills?

Position number:	TBC
Branch/Division/Team:	Mental Health Policy Team, Strategy and Policy Branch, Mental Health and Wellbeing Division
Work location:	50 Lonsdale Street, Melbourne
Classification:	VPS6
Employment status:	Fixed term to 30 June 2023
Total remuneration package:	Value range 1: \$124,033 - \$145,009 plus superannuation Value range 2: \$145,010 - \$165,983 plus superannuation

Position reports to	Manager, Mental Health Policy
Position contact:	Bronwyn Smith: M: 0409 312 601 / e: bronwyn.smith@health.vic.gov.au
Closing date:	10 February 2022

Department of Health

The Department of Health (DH) has been established to advance the government's policy priorities in improving patient outcomes and experience for all Victorians.

DH is responsible for the Health and Ambulance Services, Mental Health and Ageing portfolios. We also lead the government's public health response and recovery of the COVID-19 pandemic.

DH will remain at the very heart of Victoria's recovery effort – looking after families and taking care of Victorians' loved ones.

A priority for DH will be to deliver ever-better quality healthcare through continuous improvement. We will have Victorians and clinicians at the center of our reforms, continued leadership from our health service executives, and deeper engagement with our academic partners.

Our ultimate vision is to achieve the best health and wellbeing for all Victorians. We will do this through the creation of a department committed to leading an integrated and continually improving healthcare system for health, mental health and aged care.

Organisational environment

The department develops and delivers policies, programs and services that support and enhance the wellbeing of all Victorians. We take a broad view of the causes of ill health, the drivers of good health, the social and economic context in which people live, and of the incidence and experience of vulnerability.

We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

The department is committed to the safety of its clients. The department takes a zero-tolerance approach to abuse, including child abuse and abuse of people with disability.

Departmental employees are required to comply with all legal requirements including the Child Safe Standards to keep children safe from harm and abuse.

The department has a zero tolerance towards violence within the workplace and recognises the rights of all staff to be free from violence and gender-related discrimination.



Our vision is to support and enhance the wellbeing of all Victorians. We aspire to be an organisation where everyone is committed to achieving our vision and demonstrates our values in all that they do.

- We are respectful
- We have integrity
- We collaborate
- We care for people, families and communities

- We are accountable
- We are innovative

Mental Health and Wellbeing Division

The Mental Health and Wellbeing Division leads the state's response to mental health care and is dedicated to elevating the status of mental health and wellbeing in Victorian communities.

Central to the new division, are people with lived experience of mental illness or psychological distress and people with lived experience of caring for someone living with mental illness. The new division employs people with lived experience in multiple, substantive positions, including leadership positions.

Created following a recommendation of the Royal Commission into Mental Health, the new division represents significant changes to how the mental health sector operates and organises itself in Victoria.

It brings together functions that enable the department to

- continue to steward and manage the mental health and wellbeing system including Alcohol and Other Drugs (AOD),
- deliver on mental health and wellbeing system reforms through the design, implementation, and management of a contemporary mental health and wellbeing system, and
- lead policy and program development and the development and implementation of strategic and legislative AOD reforms.

Strategy and Policy Branch

The Strategy and Policy Branch holds overall responsibility for the division's policy and strategy functions. This branch provides leadership across the Mental Health and Wellbeing and Alcohol and Drugs portfolios for policy development, including understanding the problem, developing options for responses based on a strong evidence base which includes operational and system management insights, research and data, and managing the process of decision-making of government related to policy choices. The Branch manages key levers of system policy, workforce policy and legal policy. It also leads workforce planning and national engagement on mental health and alcohol and drug issues. The branch is formed around the following units:

- The **MH and AOD Strategy and Policy Unit** is the primary area for developing and managing ongoing mental health and AOD policy and associated tasks with Ministers and Cabinet. Within this Unit, the **Mental Health Policy Team** leads overarching mental health policy and the mental health interface across the broader department and government.
- The **MH and AOD Workforce Strategy and Planning Unit** helps ensure the supply and quality of MH and AOD workforces to support services and reforms. It leads on workforce planning and strategy development and workforce commissioning.
- The **Legislative Reform Unit** helps establish the legislative underpinnings of the MH and AOD systems to support the wellbeing and rights of consumers. It leads the drafting of the new Mental Health and Wellbeing Act, other MH and AOD legislation and leads on other legal policy issues.

Purpose and accountability

Purpose

The Principal Policy Officer is a key role in the Mental Health Policy Team. The team has carriage of recommendation 54 of the Royal Commission and will be critical to co-designing a strategy to drive the Victorian mental health system towards elimination of the use of seclusion and restraint. Working as part of

the team, the Principal Policy Officer will collaborate with people with lived experience of mental illness or psychological distress as consumers or family members, carers or supporters, the mental health and wellbeing workforce and service providers, in development of the strategy.

From time to time, the Principal Policy Officer may also support other mental health policy issues and management of the mental health interface across the broader department and government.

Accountabilities

Operating at value range 1, you will:

1. Provide leadership to or within a team, including: defining team roles and expectations; leading and supporting individuals to achieve their potential and contribute to organisational goals and outcomes; and modelling behaviours integral to good people management and departmental values.
2. Provide authoritative advice, reasoned recommendations and innovative solutions to complex and sensitive issues based on comprehensive research.
3. Develop policy initiatives that meet government and departmental objectives within resourcing, timeline and budget parameters.
4. Monitor and report on high priority issues, risks and trends and prepare and present reports, ministerial briefs, Cabinet and agency submissions.
5. Establish and maintain effective working relationships and facilitate the flow of information across the department and with key external stakeholders.
6. Maintain an understanding of Commonwealth and state policy reform directions to influence mental health policy and strategy development.
7. Represent the department on key stakeholder committees and groups concerned with achieving government and departmental objectives and contribute to relevant committee and governance processes.
8. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
9. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
10. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Operating at value range 2, you will perform all the above together with increasing involvement to:

11. Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
12. Provide professional leadership and guidance.
13. Make decisions that establish precedents.
14. Manage stakeholders through effective negotiation and influence.
15. Manage cross-functional delivery of departmental policies and services impacted by sensitive and complex issues.

Selection criteria

Knowledge and skills

1. **Policy skills:** formulates and communicates public policy options and recommendations; keeps up-to-date with a broad range of contemporary issues; scans for links and potential implications of proposed policy options; liaises with stakeholders.
2. **Leadership:** builds team commitment by demonstrating personal conviction; translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility; motivates others to deliver against goals. Develops capability: Improve knowledge, skills and ability of others to deliver against performance expectations and outcomes for the community.
3. **Systems thinking:** diagnoses trends, obstacles and opportunities in the internal and external environment; understands the linkages between natural systems and communities to inform policy; conceptualises and defines the systems working within the organisation.
4. **Self-management:** invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

Personal Qualities

1. **Commitment to human rights:** track record of promoting human rights and/or lived experience of human rights restrictions, particularly in the mental health system
2. **Conceptual and analytical ability:** deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems, has creative ideas and can project how these can link to innovations.
3. **Relationship building:** establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication and minimises surprises.
4. **Teamwork:** cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for other people's feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.
5. **Creativity and innovation:** generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.

Qualifications

A tertiary qualification in fields related to public policy, public administration or public health would be desirable. Alternatively, the suitable applicant will have equivalent professional experience.

Specialist expertise

Lived experience as a consumer or mental health service provider would be desirable.

Experience in co-designing new strategies, programs and initiatives with social service users would be desirable.

A sound understanding of Victoria's public mental health and wellbeing system would be desirable.

Important information

The Department of Health's policy stipules that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria's emergency management arrangements. As part of a whole of government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department is committed to providing and maintain a working environment which is safe and without risk to the health of its employees.

Pre-employment checks

Appointments to the Department of Health are subject to reference checks, pre-employment misconduct screening and national criminal records checks. Some positions may also be subject to a 'Working with Children Check'.

Safety screening

- All competitive applicants are subject to a satisfactory National Police History Check and misconduct screening as part of the recruitment assessment process.
- Applicants who have lived overseas for 12 months or longer in one country in the last 10 years are required to provide an international policy check. Applicants can obtain this from the relevant overseas police agency – further information can be sought from the Department of Home Affairs website 'character and policy certificate requirements' page. Alternatively, applicants can obtain a check through an organisation which provides international policy checks via an internet search.

Conditions and benefits

People who work for the department must comply with the *Code of Conduct for Victorian Public Sector Employees* 2015 and agree to work according to our values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.

Employees of the Department of Health can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible leave arrangements and training and development opportunities. Please see www.careers.vic.gov.au/why/benefits-conditions.

The department promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact our Diversity Unit on DiversityInclusion@dhhs.vic.gov.au.

Mandatory vaccination policy

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its workers and clients. As it is an essential element of any role within the department that

employees be able to attend work onsite and to do so safely, employees are required to be fully vaccinated against COVID-19 as a condition of their employment.

This requirement applies unless they have a medical condition which means they cannot be vaccinated against COVID-19. Therefore, the department will ask any prospective employee, who has been identified as the preferred candidate for a role within the department, to provide proof of their COVID-19 vaccination status prior to any offer of employment being made. If a prospective employee has a relevant medical condition which means they cannot be vaccinated against COVID-19, they should contact the department to discuss their individual circumstances.

How and where to apply

The Department of Health prefers job applications submitted electronically to best manage administrative and environmental resources. If you are unable to apply online, please follow the instructions below to submit a paper copy.

- Online – existing staff: click through to the job opportunities page from the department's intranet homepage.
- Online – external applicants: visit the job search page at www.dhs.vic.gov.au/about-the-department/our-organisation/careers/job-search
- If you are unable to apply online or having difficulties accessing the information online, please contact Bronwyn Smith via email: Bronwyn.Smith@health.vic.gov.au for assistance.

Values and behaviours

The Department of Health employees are required to demonstrate commitment to:

The public sector values and behaviours – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

Recordkeeping – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

Further information

For further information visit [About the Department of Health](https://www.vic.gov.au/health/about-us) <<https://www.vic.gov.au/health/about-us>>

To receive this document in another format, email People and Culture <careers@dhhs.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Health, January 2022.

In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.

Available at careers.vic.gov.au <<https://careers.vic.gov.au/>> and [Jobs and Skills Exchange](https://jse.vic.gov.au) <[https://jse.vic.gov.au/](https://jse.vic.gov.au)>