

Position Description



Position Title:	Policy & Research Lead (Manager)
Reports to:	Deputy CEO
Department:	Programs

About VMIAC

VMIAC is the peak Victorian non-government organisation for people with lived experience of mental health issues or emotional distress. We work from a rights based perspective.

Our vision is 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.

We undertake individual, group and systemic advocacy and our work includes research and evaluation, education and training, information provision and resource development, as well as limited specialist support programs. We have a strong and continuous focus on engagement with members, and on informing and supporting them in becoming empowered and having their voices heard.

VMIAC is owned, governed, managed and staffed by people with a lived experience. We aim to be an organisation in which the diversity of people with a lived experience can meaningfully and powerfully contribute and the employer of choice for the mental health lived experience workforce. We know that by working well together we become a true force for systems change and reshaping consumer experience. We work from a human rights perspective.

www.vmiac.org.au

Position overview

The role of Policy and Research Lead is a new role at VMIAC and has been developed to strengthen VMIAC's impact in the context to the Victorian Mental Health Royal Commission and implementation of recommendations, and the national Productivity Commission Report on Mental Health. It is an important role in an important time.

This position is responsible for managing and leading two of VMIAC's key functions:

- systemic and policy advocacy including the preparation of lived-experience informed policy positions and associated influencing strategies; and
- consumer-led research including growing VMIAC's own capacity for consumer-led research, influencing the research agenda using a consumer research leadership lens.

In respect to both functions, the Lead will build alliances and partnerships and lead small internal work units. The position will add to VMIAC's credibility and impact.

THIS IS A LIVED EXPERIENCE POSITION

Applicants must have lived experience of mental health issues or emotional distress and of being a consumer of mental health services as well as an understanding of the consumer movement and its underlying principles. Applicants must consider themselves to be work ready at a senior leadership level.

ESSENTIAL SELECTION CRITERIA

- Strong conceptual skills;
- Experience and high level skills in policy development including analysis of qualitative and quantitative data, including position papers, reports and conference papers;
- A sound understanding of the principles underpinning the consumer movement, and of consumer-led research, and codesign and coproduction;
- Demonstrated experience in strategic influencing and partnership building;
- Demonstrated capacity to analyse and interpret complex information (including budget papers, policy costings, data, regulations, legislation, etc.), making this analysis accessible for diverse audiences;
- Significant experience in a senior leadership or management role and ability to work collaboratively with peers;
- Experience in leading, supporting staff and building teamwork; and
- Excellent communication, representation and networking skills.

Desirable

- Experience with consumer-led research;
- Tertiary qualification relevant to the role;
- Knowledge of state and national mental health landscapes;
- Ability to work effectively with social media;
- Experience working in a paid consumer leadership role within the mental health sector; and
- A current Victorian Driver's Licence and is prepared to travel for work purposes.

References and checks, probationary period

- Preferred candidates are required to complete and/or provide Police and Working with Children checks prior to final confirmation and commencement of employment. Referees are required and will be contacted for short listed applicants; and
- This role is subject to a probationary period of six months.

Remuneration

- VMIAC is seeking to attract the best possible candidate to this role and a competitive remuneration package will be offered including superannuation and opportunity to salary package.

Key Responsibilities

Programs and quality

- Provide strong leadership and management of the VMIAC Policy and Research Units;
- Strengthen and grow the VMIAC research function in accordance with VMIAC strategic plan;
- In collaboration with the Deputy CEO plan and coordinate the implementation of the VMIAC systemic advocacy strategy;
- Attract, coordinate and oversee implementation of consumer-led research projects including through partnerships. This will include identification of funding opportunities and the development of grant applications;
- Ensure all work has measures of success and performance is reviewed against those measures;
- Plan and lead inclusive, well thought-out consumer consultation to inform policy and research effort;
- Ensure research is well linked to policy and vica versa;

- In collaboration with the Comms Unit ensure research and policy messages and findings are well communicated to members and others; and
- Working the Deputy CEO and Coproate Services Manager, ensure strong knowledge management processes and systems are in place across the research and policy areas.

People and culture

- Recruit, line manage, hold to account through day-to-day processes and performance planning and review all staff in the policy and research unit. The Deputy CEO may be involved in appointments;
- Develop and support student placement and internships in both units;
- Ensure appropriate support and supervision is always available to all staff in the work units;
- In collaboration with the Deputy CEO foster a team culture that is trauma-informed and inclusive, inspires best practice, promotes mutual accountability and supports staff to thrive in their roles;
- Promote and inspire teamwork and collaboration within and between the units;
- Foster career pathways and develop succession plans for the units; and
- Demonstrate and promote awareness and understanding of diversity, culture and rights.

Planning and advice

- Lead and hold accountability for unit business and project plans;
- Provide input into the program area business planning; and
- Provide advice and executive support to the Human Rights and Ethics, and Research sub-committees of the Committee of Management.

Representation, relationship development and events

- As requested by the Deputy CEO, represent VMIAC at a senior level to government, policy makers and others;
- Represent VMIAC in research and policy forums and in partnerships as agreed by the Deputy CEO;
- Proactively develop partnerships that will extend the reach and impact of research and systemic advocacy; and
- Plan events that promote the work of the Units.

Leadership and the workplace

- Participate in the program and organisation leadership groups;
- Act in the role of Deputy CEO if required;
- Ensure staff in the Policy and Research Units are aware of and comply with regulatory requirements of relevance of VMIAC policies and procedures and Code of Conduct;
- 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; and
- Actively support and participate in staff meetings, consumer forums and other VMIAC events.

Support and development

VMIAC will provide regular supervision to the person in this role. All VMIAC roles include training and development opportunities which can include the development of leadership and other required skills and attendance at conferences.

PERFORMANCE APPRAISAL:	Conducted annually post probation
TRAINING:	To be negotiated

I, _____ (*print name*) acknowledge that I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description and the VMIAC Code of Conduct.

Signed: _____ **Date:** ____/____/____

CEO: _____ **Date:** ____/____/____