The National Mental Health Commission’s

Candidate Information

October 2021

**ABOUT US**

**National Suicide Prevention Office**

The National Suicide Prevention Office (NSPO) is a new office being established within the National Mental Health Commission. The NSPO will lead a national whole-of-government approach to suicide prevention. It will ensure those aspects of suicide prevention which, due to scalability, the need for consistency, and reach, are implemented at a national level. It will work across the Australian Government and in close consultation with all jurisdictions with a focus on integrating collaborative efforts, identifying evidence based best practice, and reducing the potential for duplication. The NSPO will regularly report on the progress of implementing a whole of governments approach to suicide prevention.

**The National Mental Health Commission**

The National Mental Health Commission (Commission) provides insight, advice and evidence on ways to continuously improve Australia’s mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. The Commission provides cross-sectoral leadership on the policy, programs, services and systems that support better mental health and social and emotional wellbeing in Australia.

**THE ROLE**

The Head of the NSPO is a key role that will drive the NSPO strategy for suicide prevention in Australia to achieve a whole of governments response (including relevant portfolios from a Commonwealth perspective and the jurisdictions). It will lead and manage a substantial program of work, setting performance expectations and monitoring and evaluating performance outcomes to contribute to the achievement of the NSPO’s objectives.

The Head of the NSPO will lead the planning, development and implementation of major initiatives, strategies and frameworks and provide expert advice and recommendations to Government.

It will develop and maintain effective working relationships with a diverse range of internal and external stakeholders and nurture effective strategic partnerships in suicide prevention. These stakeholders include Australian Government agencies, state and territory governments, Mental Health Commissions, NGO’s, community service providers, regional and local networks and, most importantly, those with lived and living experience of suicide. It will also monitor local and international developments and the achievement of both short and long term goals and objectives.

The Head of the NSPO will represent the office in a range of forums, developing and sustaining positive relationships with stakeholders to identify trends, leverage knowledge and intelligence, and fully inform strategic decision making.

The Head of the NSPO will manage the functions and provide leadership, coordination, strategic direction and stakeholder management in the Office.

The role will report through the Accountable Authority (the CEO of the Commission) to the Minister for Health and Aged Care.

**RESPONSIBILITIES**

As the Head of the NSPO, you will provide leadership and drive the development of strategies, frameworks, and specific projects. This will include the provision of high level planning and advice; operational leadership and change management; advice on program design and implementation; and the establishment of strong working relationships with key stakeholders, including State and Territory governments, other Australian Government agencies and private and non-government organisations. You will also represent the NSPO in a wide range of forums.

Key responsibilities will include:

1. Lead the development of a whole of governments *National Suicide Prevention Strategy* addressing those aspects of suicide prevention, which due to the need for consistency, scalability and reach must be the focus of a national strategic approach.
2. Lead the co-design of a *National Outcomes Framework* that identifies measures that can be used across all levels of government and service provision.
3. Lead the co-design of a *National Suicide Prevention Workforce Strategy* that aligns with the *National Mental Health Workforce Strategy* – recognising that while aligned to the mental health sector the workforce requirements for suicide prevention have their own specific focus.
4. Monitor and report on the delivery of key reforms in suicide prevention.
5. Build capacity and collaboration for lived experience engagement across portfolios, jurisdictions and service provision.
6. Provide ongoing advice and support for multijurisdictional and cross portfolio priorities
7. Work collaboratively with Australian Government agencies during policy development to identify options that reduce the risk of any impact on population level suicide risk, behaviours or rates
8. Work in partnership with the Australian Institute of Health and Welfare, centres of research excellence, and other data and research leads to disseminate data, knowledge and evidence and to identify how data provision can be improved in terms of content, timeliness and accessibility.

To be a strong contender, you will need to have a demonstrated understanding of, and track record working in the area of, suicide prevention. In addition, you will need to demonstrate your qualities and abilities as a leader and manager with a proven record of achievement in defining and leading change within a complex and evolving environment. You will have sound judgement, the ability to deliver high quality outcomes, and effective communication skills with a personal style that engenders trust and respect. You will also have demonstrated experience in working with lived and living experience, and it will be highly desirable that you can also demonstrate experience working with Aboriginal and Torres Strait Island individuals and communities and other diverse groups. You will have a commitment to understanding the needs of populations which are disproportionately impacted by suicide.

**SELECTION CRITERIA**

When considering applicants, Selection Panels will seek evidence of performance against each of the criteria. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

**1. Shape Strategic Thinking**

*Relevant capabilities and behaviours:*

* inspires a sense of purpose and direction
* focuses strategically
* harness information and opportunities
* shows judgement, intelligence and common sense

**2. Achieve Results**

*Relevant capabilities and behaviours:*

* builds organisational capability and responsiveness
* marshals professional expertise
* steers and implements change and deals with uncertainty
* ensures closure and delivers on intended results

**3. Exemplify Personal Drive and Integrity**

*Relevant capabilities and behaviours:*

* professionalism and probity
* engages with risk and shows personal courage
* commits to action
* displays resilience
* demonstrates self-awareness and a commitment to personal development

**4. Cultivate Productive Working Relationships**

*Relevant capabilities and behaviours:*

* nurtures internal and external relationships
* facilitates co-operation and partnerships
* values individual differences and diversity
* guides, mentors and develops people

**5. Communicate with Influence**

*Relevant capabilities and behaviours:*

* communicates clearly
* listens, understands and adapts to different audiences
* negotiates persuasively

**6. Subject matter expertise in suicide prevention and risk factors.**

**REMUNERATION**

The remuneration for this position is currently being considered by the Remuneration Tribunal given this is a new role. A substantial package, including superannuation and other benefits will be offered to the preferred candidate.

**APPOINTMENT**

Appointment to the position will be made by the Minister for Health and Aged Care for a period of 5 years. The successful candidate will be required to undergo security assessments and must be able to be cleared to Negative Vetting 1.

**HOW TO APPLY**

To be employed by the Commission applicants must be Australian Citizens. All successful applications for any position within the Commission will be required to complete pre-engagement checks including a police check. Each application will be considered on its merits.

Applications are to comprise:

* A two page statement of claims outlining why you believe you have the skills, capabilities, knowledge and experience to be considered for this role.
* A copy of your Curriculum Vitae or Resume that sets out relevant qualifications and experience; and
* The names and contact details of two referees.

The following are some tips that may help you in preparing your application:

* Keep your application succinct.
* Include key elements such as:
  + an employment history (as part of your resume);
  + a statement of claims, which illustrates your specific achievements, skills and experience against the requirements of the position.

Please also include dates and details relating to your educational qualifications.

The preferred method of submission of applications is to email one document, preferably in Word format to:

[recruitment@mentalhealthcommission.gov.au](mailto:recruitment@mentalhealthcommission.gov.au)

**Applications must be received by 1 November 2021 by 11.30pm (AEST).**

We wish you all the best with your application.

**CONTACT**

Please contact Human Resources by emailing [recruitment@mentalhealthcommission.gov.au](mailto:recruitment@mentalhealthcommission.gov.au) with any questions in the first instance.