

## Position description

<b>Title</b>	Senior Policy Officer, Policy, National Suicide Prevention Office
<b>Classification</b>	APS 6
<b>Salary</b>	\$95,190 plus 15.4 per cent superannuation
<b>Employment status</b>	Ongoing/non-ongoing
<b>Employment type</b>	Full-time
<b>Agency/Unit</b>	National Mental Health Commission*
<b>Reports to</b>	Assistant Director, Policy, National Suicide Prevention Office
<b>Supervises</b>	N/A
<b>Location</b>	Sydney or Canberra Flexible work and regular work-from-home arrangements are available.

*\*As announced in the 2024-25 Budget, the National Mental Health Commission and the National Suicide Prevention Office will transfer into the Department of Health and Aged Care as a non-statutory office on or before 1 October 2024. This change does not impact the ongoing nature of this role.*

## ABOUT US

### National Suicide Prevention Office

The National Suicide Prevention Office (NSPO) was established in January 2022 as a specialist office located within the National Mental Health Commission. The NSPO is tasked with leading a coordinated, whole-of-governments approach to suicide prevention.

The NSPO aims to guide and support all levels and parts of government to take coordinated, comprehensive and consistent action to reduce suicide and suicidality, including through:

- Developing a whole-of-governments National Suicide Prevention Strategy.
- Embedding lived experience at the core of decision making to ensure policies and programs meet the needs of those impacted.
- Monitoring and reporting on national progress, enhancing data collection, and building evidence to support decision-making and improve outcomes.
- Building capacity and capability of government systems, service providers, and community networks to respond early and provide coordinated, compassionate support.

Currently the NSPO is focused on developing the National Suicide Prevention Strategy and developing a National Suicide Prevention Outcomes Framework for monitoring and reporting progress in suicide prevention.

The work of the NSPO is informed by people with lived and living experience of suicide and draws on the rich combined knowledge and expertise of individuals, communities, service providers, advocates, researchers and government agencies across portfolios and jurisdictions.

More information is available at <http://www.mentalhealthcommission.gov.au/nspo>

## The National Mental Health Commission

The National Mental Health Commission (the Commission) provides expert advice to the Government on Australia's mental health and suicide prevention system, including through undertaking system performance monitoring and reporting, engaging with consumers of mental health and suicide prevention services and their carers, and leading a national whole-of-governments approach to suicide prevention.

More information is available at [www.mentalhealthcommission.gov.au](http://www.mentalhealthcommission.gov.au)

## The Policy Team

The Policy team focuses on delivering strategic policy advice informed by collaboration with stakeholders to enable a whole-of-governments approach to suicide prevention to reduce suicide and suicidality.

## THE ROLE

The Senior Policy Officer reports to the Assistant Director, Policy and supports the Policy team to progress strategic policy work and other NSPO deliverables to facilitate a whole-of-governments approach to suicide prevention.

The role of Senior Policy Officer requires proven project management, stakeholder consultation and contract management skills, as well as strong written and verbal communication skills.

To be successful, a person in this role will be self-motivated, have a flexible work approach, be able to work effectively in distributed team arrangements across geographical locations and want to gain experience in strategic policy advice and suicide prevention system reform.

The ideal candidate for this role is passionate about suicide prevention, has professional experience in mental health or suicide prevention, and strong interpersonal skills.

People with a lived or living experience of suicide are strongly encouraged to apply.

## KEY RESPONSIBILITIES

- Provide high quality analysis of best practice evidence, research literature, national policy, and data related to suicide prevention to inform NSPO work including policy advice, and monitoring and reporting.
- Prepare high quality written work on complex issues with content tailored for diverse audiences, for example, briefs, discussion papers, correspondence and presentations.
- Manage project administration and implementation to ensure the successful delivery of project outcomes within agreed timeframes.
- Planning, procuring and managing the effective and efficient conduct of projects, consultancies or contracts to support the work of the NSPO ensuring work is of a high quality and in line with funding agreements.
- Develop and maintain relationships with a broad range of stakeholders, including facilitating formal and ongoing engagement.
- Support the team to ensure the maintenance of effective records and adherence to information management processes.
- Working flexibly and effectively across a small team situated across different locations.

- Provide some secretariat support for the NSPO and governance mechanisms including coordination of meetings and stakeholder forums as required.

## CAPABILITIES – APS 6

See here: [Integrated Leadership System \(ILS\) APS 6 profile Australian Public Service Commission \(apsc.gov.au\)](https://www.apsc.gov.au/integrated-leadership-system-ils-aps-6-profile)

1. **Supports strategic direction**
2. **Achieves results**
3. **Supports productive working relationships**
4. **Displays personal drive and integrity**
5. **Communicates with influence**
6. **Job specific criterion**
  - An understanding of the complexity of Australia’s mental health and suicide prevention systems
  - Experience and/or tertiary qualifications in the mental health, health and/or human service fields is desirable.

## Working with us

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from Aboriginal and Torres Strait Islander people and all diversity groups are encouraged.

## Remuneration

The position is at the APS Level 6 with a salary of \$95,190 plus 15.4 percent superannuation.

## Tenure

The successful candidate will be offered ongoing and non-ongoing employment. A merit list will be created for future ongoing and non-ongoing vacancies which become available within 18 months of advertising.

## Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. All successful applicants for this position will be asked to complete pre-engagement checks including a police check.

## HOW TO APPLY

Applications are to include:

- **Candidate application form** - downloaded from the Commission employment page.

- **A statement of claims** (800 words maximum) - addressing the APS 6 capabilities and job specific criteria, outline why you consider that you have the skills, capabilities, knowledge and experience to be considered for this role with reference to the key responsibilities.
- **Your Resume** - that sets out relevant qualifications and experience; and
- **Two referees** - with names and contact details. Referees will only be contacted after discussing with candidate.

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)

### Contact:

If you require further information on the position - please contact Tegan Cotterill, Assistant Director, Policy, National Suicide Prevention Office on 02 8229 7554 Monday to Thursday.

### Some tips for preparing your application:

- Your statement of claims should address the APS 6 capabilities and job specific criterion as well as reference the key responsibilities for this role.
- Keep your application succinct and easy to read.
- It is important that the information in your application is correct, particularly dates and contact details.
- Clearly nominate whether your previous workplace(s) is a government (Commonwealth, State or Territory), private sector, or community organisation. Particularly for government roles please specify the level of position held.
- Include dates and details relating to your educational qualifications.

**NB: This should preferably be in a single document for ease of handling.**

We wish you all the best with your application.