



**WAAMH**

Western Australian Association  
for Mental Health

## POSITION DESCRIPTION

<b>Position</b>	Policy Officer – Public Mental Health and Health Promotion
<b>Contract</b>	Fixed Term Contract
<b>Hours</b>	1 FTE
<b>Location</b>	WAAMH Office, Workzone, Level 1, 1 Nash Street, Perth, 6000
<b>Reports to</b>	This position reports to Advocacy and Sector Development Manager
<b>Approved</b>	Chief Executive Officer
<b>Date/Signed</b>	May 2019

### Job Purpose

The Policy Officer – Public Mental Health and Health Promotion will support WAAMH's public policy, representation and systemic advocacy role, developing and delivering a range of comprehensive mental health policy advice and positions, and advocating for the human rights and benefit of people with mental health issues and their families. It will do so by consulting effectively, working collaboratively, undertaking policy analysis and research, preparing reports, correspondence and submissions, and conducting other advocacy activities.

### Key Responsibilities

The Policy Officer will fulfil the following responsibilities under the direction of the Manager Systemic Advocacy, working in a cooperative team environment:

#### 1. Policy and representation

- Undertake specific policy research and analysis, and prepare and progress high quality reports, position papers, plans, submissions and correspondence.
- Monitor key issue areas, identify challenges and opportunities and work with the team to plan and implement effective responses.
- Gather and investigate information from a variety of sources including research, consultation and data, explore new ideas and different viewpoints, and research approaches that progress improved outcomes and human rights.
- Work collaboratively to identify, develop and progress systemic advocacy efforts within WAAMH, and with external organisations and individuals.
- Build and maintain effective relationships and consult and engage with a broad range of stakeholders within the sector and with key partners, including WAAMH members and people with lived experience and their representative organisations.
- Represent the organisation and our collective membership in external environments such as committees and meetings, provide advice, and negotiate to improve policy, practice and human rights.

#### 2. Mental Health Promotion and Communications

- Develop knowledge, identify opportunities and provide advice on how WAAMH can align its organisational activities to drive a broad public health and health promotion agenda, in keeping with key health promotion models such as the Ottawa Charter.
- Identify, develop and maintain quality communications and content for the WAAMH website, eNews, social media and other communications.



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### **3. Membership**

- Develop and maintain effective relationships with WAAMH's members.
- Promote WAAMH's membership benefits.
- Support membership events and engagement activities as required; this may include taking the lead to plan and organise events and consultations.

### **4. General**

- Maintain a professional work ethic and behaviour at all times, inclusive of confidentiality, that is responsible and presents WAAMH to a high standard to members and the sector.
- Participate in organisation wide activities including team meetings and events.
- Actively participate as a member of the Advocacy and Sector Development team, contributing to planning, monitoring and reporting.
- Maintain and promote effective working relationships and a high standard of service on behalf of WAAMH.
- Actively engage in professional and cultural development opportunities.
- Maintain an efficient and effective document management system and database.
- Manage own personal administration requirements.
- Undertake additional tasks as considered necessary and in consultation with the Manager Systemic Advocacy.

## **Selection Criteria**

### **Essential**

- Proven skills in research, policy analysis and policy development.
- Experience and/or qualifications in public health, health promotion, mental health or public policy.
- Ability to analyse data from a range of sources.
- Strong persuasive writing skills with proven experience in writing a variety of documents and communications for different audiences including reports, position papers, plans, submissions and correspondence.
- Excellent verbal and interpersonal skills with ability to represent issues and interests, provide advice, advocate and negotiate with people in various positions and organisational settings.
- Experience in and commitment to establishing or maintaining collaborative approaches and in consulting effectively with people from diverse backgrounds and organisations.
- Capacity to work both independently and constructively as part of a team to meet shared objectives.
- Excellent time management and organisational skills with the ability to multitask, work under pressure and meet strict deadlines.
- Attention to detail.
- Possession of a current National Police Certificate
- Ability to undertake some regional and interstate travel.

### **Desirable**

- Lived experience of mental health issues as a consumer, carer or family member.
- Experience in or strong knowledge of mental health prevention and/or promotion, and/or suicide prevention.



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- A strong understanding of the mental health sector, human rights, mental health reform and recovery.
- Experience in identifying opportunities for internal organisational change or the development of new partnerships.
- Promote and adhere to WAAMH's mission and values.
- A culturally and/or gender and sexuality diverse background.

### Acceptance of Position Description

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Signature of Staff Member

\_\_\_\_\_  
Date

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Name of Staff Member