

POSITION DESCRIPTION

Position title: Policy and Research Project Officer

Time fraction: Full time position for 12 months, subject to funding

Award: SCHADS Award Class II (b) Level 5

Reports to: Chief Executive Officer

Location: Tandem Office, Abbotsford

1 ORGANISATIONAL CONTEXT

Tandem was established in 1994 and is the Victorian peak body for mental health families and carers. Tandem is a not-for-profit, community based organisation. Tandem promotes and advocates for family and carer involvement in treatment and recovery of people living with mental health challenges, family and carer participation in planning, delivery and evaluation of mental health services and appropriate support for families and carers. Our principal areas of work are: systemic advocacy; contributing to mental health policy development; information provision; development; delivery and promotion of family inclusive training for the mental health workforce; support and training of the Carer Lived Experience Workforce; participation in the DHHS NDIS Transition Group; and administration of the Victorian Carer Support Fund.

2 SCOPE OF THE POSITION

This position develops and manages a portfolio that includes carer representation and collaboration with mental health carer related research and policy development that progress the wellbeing and involvement of mental health carers. The position will be part of the team that provides Tandem's policy contributions to the community and the sector. This position will extend the organisation's influence and identity through collaboration with research endeavours, and dissemination of research results and position statements that raise the profile of Tandem's work and advance systemic change.

3 KEY RESPONSIBILITY AREAS

Facilitate Tandem's research and policy engagement to advance mental health carers wellbeing and rights

- Identify and facilitate collaborative partnerships between Tandem, government and community organisations to enhance the representation of mental health carers' issues.
- Contribute to Tandem's capacity to deliver its Strategic and Operational Plan actions.
- Contribute to the development of policies to guide Tandem's work.
- Contribute to strategic development of Tandem's research engagement.
- Coordinate and support the assessment process of potential new external research collaborations.
- Work within organisation policies and procedures.
- Provide written reports and activities data as appropriate.
- Undertake other duties as required within each person's scope and abilities.

4 KEY SELECTION CRITERIA

Essential

- Tertiary qualification or experience in social sciences or related discipline.
- Demonstrated knowledge of and commitment to social justice principles, and a commitment to Tandem's vision and values.
- Demonstrated skills and experience in the preparation of position papers and accessible policy documents.
- Demonstrated research experience.
- Considerable experience in analysing policy and practice.
- Proven ability to advocate effectively for priorities and positions to a variety of stakeholders.
- Proven ability to work within limited supervision, manage competing priorities and find creative solutions to problems.
- Proven track record in building collaborative relationship with a diverse range of internal and external stakeholders.
- Excellent communication and facilitation skills with ability to use those skills to communicate with a range of audiences with diverse communication styles.
- Ability to collaborate effectively in a team.

5 REMUNERATION AND CONDITIONS OF EMPLOYMENT

Salary and conditions

A base salary of \$68,748.16 – \$73,000 will be offered dependent on qualifications and experience. Conditions of employment are based on the SCHADS Award Class II (b) Level 5.

Additional requirements

- A probationary period of three months will apply.
- Police checks are mandatory for all new appointments.
- A working with Children Check is required.
- All staff are required to take responsibility for a safe and healthy work environment and have a commitment to equal opportunity and a workplace free from discrimination and harassment.

6 FURTHER INFORMATION AND TO APPLY

For further information, please contact Anne Finch at anne.finch@tandemcarers.org.au or on 8803 5511.

Written applications addressing the Key Selection Criteria, accompanied by a current Curriculum Vitae, and listing three referees, should be sent to: <mailto:info@tandemcarers.org.au>, using the subject line: Policy and Research Project Officer.

Applications close on 10 July.