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| Position title | **Policy and Advocacy Advisor – Early intervention** |
| Position reports to | Policy and Advocacy Lead |
| Work level | 1 [ ]  | 2 [ ]  | 3 [x]  | 4 [ ]  |  |
| Group and team | Strategy, Policy and Reform |
| Location | Onsite at the Hub in Melbourne CBD or Hybrid[Hiring manager – ensure you refer to the [Hybrid working policy](http://bbconnect.beyondblue.org.au/bbConnectDocs/bbHRDocuments/Hybrid%20Working%20Policy.pdf) and discuss the location requirements for the role with your candidate. Delete this message before publishing.] |
| Employment type | Fixed-term |
| Direct reports | 0 |
| Why choose Beyond BlueBeyond Blue has been providing supports and services to people in Australia for over 20 years.We are Australia’s most well-known and visited mental health organisation, focused on supporting people affected by anxiety, depression and suicide. We are inspired by our vision that ‘all people in Australia achieve their best possible mental health’ and are driven by our mission to work with the community to improve mental health and prevent suicide. We aim to achieve this through three strategic priorities: 1. Promoting mental health and wellbeing
2. Being a trusted source of information, advice and support
3. Working together to prevent suicide

At Beyond Blue the community is at the heart of everything we do. By joining our team you’ll be involved in meaningful work, collaborating with a cross-section of colleagues, partners, and community right across Australia. We offer our team opportunities to support and learn from one another, build capabilities, celebrate successes along the way, and generous not-for-profit salary packaging options. Your mental and physical health are important to us – we offer a range of wellbeing initiatives, including an Employee Assistance Program, a comprehensive Flexible working policy, ensuring you have safe and effective ergonomic support no matter where you work, as well as employee-led groups and initiatives. We strive to live our organisational values of **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity** to help create a happy, safe and productive work environment. |
| About the role |
| Role description | The Strategy, Policy and Reform Group leads the strategic, policy and reform directions of Beyond Blue. The Policy and Communications Team is responsible for driving Beyond Blue’s efforts to reform the mental health and suicide prevention systems in Australia, by shifting the narrative about anxiety, depression and suicidality, and influencing public policy. The Policy and Advocacy Adviser is responsible for the day to day implementation of Beyond Blue’s policy reform agenda and advocacy activities with a focus on services and supports. |
| Key accountabilities  | Area of accountability* Develop compelling and practical policy propositions to reform Australia’s mental health system, focused on policy reform to support services and supports, in line with the Beyond 2020 strategy;
* Develop, implement and evaluate advocacy strategies, to enable Beyond Blue policy propositions to be adopted;
* Develop policy submissions, briefing documents, presentations and correspondence, to support policy and advocacy activities;
* Work with the Head of Early Intervention and the Head of Service Innovation to develop compelling policy solutions that are underpinned by the needs of the community, Beyond Blue’s data and insights, and Beyond Blue’s knowledge in services and supports;
* Develop and manage strong stakeholder relationships, both internally and externally and proactively meet with key stakeholders, sharing insights and experiences;
* Represent Beyond Blue on advisory groups and committees as required;
* Proactively build awareness and understanding across Beyond Blue of State/Territory, national and international policy environments;
* Undertake research and analysis of policy issues relevant to Beyond Blue, including services and supports;
* Contribute to the direction of Strategy, Policy and Reform team, and the New Access team.
* Report on the progress of projects and activities to the Policy and Advocacy Lead.
* Provide policy and advocacy support and guidance to Services and Supports team (Early Intervention and Service Innovation)
* Identify and establish productive working relationships with relevant internal and external stakeholders;
* Establish relationships and form coalitions with other organisations with similar priorities to advocate and support Beyond Blue’s policy priorities
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| Key stakeholders | Key stakeholdersInternal* Policy and Advocacy team
* Communications, Media and Government Relations team members.
* Early Intervention team
* Service Innovation and Support
* Product and Service Development
* Government Relations

External* Governments, mental health peak bodies, non-government organisations
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| What we are looking for |
| Capability | Of the eight capabilities listed in our capability framework, the following behaviours are critical for role success (must already be demonstrating at the expected competence to step into the role)**Communication*** Uses vocabulary that is appropriate to the audience, is culturally inclusive and aligns language to Beyond Blue values
* Begins with the end in mind; analyses the audience and selects content that is fit for purpose
* Communicates clearly and concisely, explaining facts, concepts, practices and policies to others within the scope of their role. Demonstrates enthusiasm for content
* Engages in active listening and has an awareness of own and others communication styles and adapts accordingly
* Is accessible, responsive and builds rapport, actively reaching out to engage or work with others and is conscious of nonverbal communication style

**Community centricity** * Values community engagement and demonstrates sound knowledge of community centric principles
* Demonstrates active listening without judgment and observation of non-verbal cues to establish rapport
* Has foundation knowledge of mental health and suicide prevention topics including the risks and protective factors, and the importance of self-care
* Uses inclusive language and practices when working with or talking about different communities
* Demonstrates empathy and understanding of mental health and & suicide prevention, respects lived and living experience of mental health and uses it to inform work

**Innovative mindset*** Shows openness and enthusiasm to learn and curiosity to try something new; is not afraid to fail or make mistakes
* Asks relevant and thoughtful questions as part of day-to-day work
* Generates and shares suggestions for improvement on routine work activities
* Reflects regularly to draw out learning for continuous improvement and improve own output and at a team level
* Reflects on how new ideas or emerging trends could be embedded into work

**Digital discovery*** Is committed to competently learning and confidently using technology and digital platforms in daily work to increase efficiency and effectiveness
* Uses online collaboration tools to connect, communicate and collaborate with others, and visually manage work with teams and squads
* Protects user and community data safely in adherence to Beyond Blue data governance, IT security and privacy policies
* Sources research in a relevant and productive way, and evaluates reliability of online information and data sources to inform work
* Uses technology creatively and critically to meet community expectations and business needs

**Partnering*** Actively engages to build rapport with stakeholders
* Works proactively and collaboratively within own team, and with other teams to achieve shared goals
* Anticipates and ensures accountable, respectful and responsive partnership management
* Understands the current operating environment and external market and how this impacts on own area of work
* Has functional level of financial acumen and shows awareness of the commercial context within own team/business area

**Agility*** Remains open, enthusiastic and positive to change, sees the learning opportunities
* Provides early and frequent value while accepting ambiguity and adapting to changing priorities
* Explores alternative approaches, methods, or ideas to test ways of working.
* Values and promotes fit-for-purpose progress over perfectionism with the capacity to spring back, learn and rebuild after setbacks
* Organises work into logical sequences and delivers the work, often in sprint cadence, using a backlog of work. Engages SMEs where necessary based on objectives

**Critical thinking*** Leverages data, details and context when problem solving and can synthesise, report on, and use information and research to support thinking
* Understands Beyond Blue strategy and how individual work connects to organisational success and takes responsibility for delivering on results
* Considers the implications, risks and impacts of own approaches and decisions
* Seeks subject matter experts and others' opinions or evidence to help inform decisions, solutions or practices
* Documents process as a diagnostic for visibility and clarity

**Leading*** Understands performance expectation, shows accountability, demonstrates initiative and is receptive to giving and receiving feedback
* Lives the values on a daily basis; demonstrates optimism
* Understands individual strengths and seeks opportunities to continuously grow and improve
* Contributes to a culture where others feel they are respected, included and valued; is inclusive of others, engages in cultural awareness activities and promotes inclusive language
* Respectfully addresses colleagues exhibiting undesirable behaviours, and complies with Beyond Blue’s policies and procedures
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| Selection criteria | Education/qualifications* Tertiary qualification in public health, public or social policy, political or social sciences or economics (post-graduate qualifications highly desirable)

Knowledge/skills/experienceEssential* Experience working in policy and advocacy in a government department, statutory authority, community service agency or peak body;
* Relevant experience in mental health promotion or prevention, mental health or other complex social policy area;
* High level strategic thinking and judgement, conceptual, analytic and planning skills, demonstrated through examples such as developing advocacy strategies, background papers, briefings, position statements and policy submissions;
* Excellent communication skills, both written and verbal, with an ability to communicate with internal and external stakeholders from all backgrounds;
* Excellent relationship management including experience in proactively working collaboratively with people from all levels of an organisation and capable of handling delicate situations and sensitive issues;
* Prepared, well organised and able to prioritise and work to tight timelines and deadlines when required;
* Highly attentive to detail;
* Must be flexible, easy going with a "can do" attitude and ability to work through ambiguity.

Desirable* N/A
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| Additional information |
| Fairness and equality | Health, safety and wellbeingBeyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.Equal opportunityBeyond Blue is an equal opportunity employer. All employees have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.Cultural competency Beyond Blue strives to maintain a culturally competent and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans.Employment is subject to:* a current Police Record Check
* proof of the right to work in Australia.
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