

## Position Description

### The Role

<b>Position title:</b>	Principal Policy Advisor
<b>Purpose Statement:</b>	Lead work to develop and implement a targeted policy and advocacy strategy and a forward plan that identifies how SANE will achieve its long-term vision through government relations activities and other policy and advocacy efforts. Plan, draft and deliver budget submissions, grant applications and other business development activities.
<b>Location:</b>	Melbourne Connect
<b>Team:</b>	Communications and Engagement
<b>Reports to:</b>	Head of Partnerships and Lived Experience
<b>Employment status:</b>	Contract (12 months)
<b>Employment type:</b>	Full time (1.0FTE)
<b>Industrial Instrument:</b>	Social, Community, Home Care and Disability Services Industry Award - Level 5

### Key functions

- Support the Head of Partnerships and Lived Experience to develop and implement a targeted policy and advocacy strategy which identifies SANE's key policy and advocacy priorities, to align with SANE's strategic long-term vision for 2030.
- Develop a forward plan that aligns with SANE's 3-year strategic plan, identifying how SANE will achieve its long-term vision through government relations activities and other policy and advocacy efforts.
- Lead work to plan, draft and deliver budget submissions, grant applications and other business development activities.
- Develop key products such as position statements, briefings and other materials for the CEO and Executive team on emerging issues in public policy, keeping them informed of key policy and advocacy risks and opportunities.
- Respond to requests for information from internal and external stakeholders including non-profits, policymakers and stakeholders.
- Create and leverage external relationships with key influencers in the Australian mental health sector to progress SANE's policy and advocacy priorities.
- Where appropriate, represent the organisation at a range of appropriate fora including government, non-government and private sector consultations and events.

### Quality and Safety

- Create, maintain, and foster a safe and mentally healthy workplace at all times.

- Maintain compliance in relation to financial standards and relevant compliance requirements.

## People and Culture

- Embrace the SANE Australia values in everything you do.
- Maintain respectful relationships and communications with all SANE Australia team members, partners and supporters.
- Value the strengths of team members, partners and supporters, and contributing to an environment where all strengths are valued.
- Adhere to SANE's policies and procedures.

## Essential Requirements – Key Selection Criteria:

### Skills & Expertise

- Knowledge of and commitment to meaningfully involving with people affected by complex mental health issues in policy and advocacy efforts
- Demonstrated success in securing funding through budget submissions, grant applications and other business development activities
- Project management – ability to use a framework to establish clear and strategic project goals, adequately plan and resource to deliver quality work within budgets and deadlines
- Adaptable and flexible – is comfortable dealing with ambiguity, handling risk and implementing change; can shift gears comfortably
- Conceptual and analytical abilities – Strong ability to quickly crystallise thinking and recommendations into concise work plans and priorities work effectively with acute attention to detail

### Qualifications and experience

- Qualifications in one or more of the following disciplines – public health, social sciences, health administration or public policy.
- 3-5 years' previous experience in a similar role and/or a similar non-profit or government environment.
- Experience in mental health policy and administration, government liaison and/or policy development is advantageous