
POLICY ANALYST

JUNE 2022



Location:	Parkville
Division:	Strategy and Policy
Classification/Salary:	Salary between \$75,000- \$85,000 pro rata commensurate with skills and experience
Employment type:	Part-time (0.6 FTE) contract position available until 30 June 2023
Position reports to:	Policy Manager

1. POSITION SUMMARY

The Policy Analyst is responsible for the development of evidence-based policy documents addressing key issues associated with youth mental health and the need for early intervention. The role requires engaging with young people, policy/research experts and key stakeholders to inform the development of authoritative policy advice for government, stakeholders, and the public. Subject to direction and working with a reasonable degree of autonomy. The Policy Analyst will provide support in planning diverse activities and delivery of time critical projects.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

Reporting to the Policy Manager, the Policy Analyst will work with colleagues within the Policy team and across the organisation to achieve policy targets. The Policy Analyst will work with limited support to deliver policy projects.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQA+ people & culturally and linguistically diverse people.

4. KEY RESPONSIBILITIES/OUTCOMES

With limited support, the Policy Analyst will:

- Assist with supporting the work of the Orygen Institute
- Identify policy opportunities and responding to submission opportunities
- Manage an adaptive and iterative research approach
- Identify and engage with policy issue experts and key stakeholders
- Assist with developing a project relevant approach to engage with young people
- Identify the impact and intended outcomes of addressing a policy issue
- Support in developing policy solutions, with reference to available evidence and best practice, existing services and practices, and government policies and programs
- Support content creation and communication to promote policy solutions.
- Identify policy issues and relevant available evidence on which to develop policy solutions.
- Identify emerging issues that may potentially effect project delivery and work with their direct supervisor to adjust the project plan.
- Support Policy team and organisation projects and events as required.
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Tertiary qualification(s) in Political Sciences, Public Policy, Social Sciences or a related discipline.
- Understanding of how government policies are developed and enacted.
- Capacity to identify and comprehend evidence and data relevant to a policy issue.
- Ability to identify, engage and maintain relationships with experts, key stakeholders (internal and external to the organisation) and young people.
- Demonstrated experience with liaising with internal and external stakeholders and experts and engaging with young people and youth council members.
- Understanding the difference between consultation, collaboration, and partnership to enable policy development.
- Capacity to write well in a range of formats, such as reports, briefs, submissions and correspondence.
- Demonstrated experience in planning, program and analytic functions with clear accountability for performance.
- Ability to work independently with limited supervision and as part of a team when required.
- Developed organisational and time management skills and the ability to identify risks and the need to adapt work plans as required.
- Experience in policy analysis, research and report writing.

5.2 Desirable

- An understanding of the present issues and policies associated with mental health and youth health.

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- A current Victorian driver's licence (desirable).
- Successful applicants will be required to provide proof of COVID-19 Vaccination prior to commencement.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	