



## **Expressions of Interest**

### **Assistant Commissioner for Aboriginal Affairs**

Following an Independent Governance Review of the *Health Service Act 2016*, the State Government announced a package of reforms to strengthen leadership, accountability and coordination of the mental health and alcohol and other drugs systems. As part of this package, the State Government committed to the establishment of Aboriginal Affairs, Alcohol and Other Drugs and Lived Experience leadership roles within the Mental Health Commission (Commission) to provide strategic and expert advice to inform system-wide reform.

The Assistant Commissioners report to the Mental Health Commissioner (Commissioner) and are broadly responsible for providing senior leadership, guidance and advice in their areas of specific expertise. The Assistant Commissioners can expect to interface with the community and key stakeholders, including government and non-government representatives, and as such form part of the public face of the Commission. The Commissioner both directs and collaborates with the Assistant Commissioners.

Four Assistant Commissioner roles have been established, requiring the following areas of expertise and representation:

- Aboriginal Affairs
- Alcohol and Other Drugs
- Lived Experience (Consumer)
- Lived Experience (Significant Other)

The terms **Aboriginal**; **Aboriginal and Torres Strait Islander**; and **Indigenous**; in describing the First Australians, are used interchangeably to maintain accuracy with respect to other preceding documents and initiatives, and the term Aboriginal, more broadly used here, should be taken to mean Aboriginal; Aboriginal and Torres Strait Islander; and Indigenous peoples.

### **Individual Role Requirements**

The Assistant Commissioner for Aboriginal Affairs is responsible for providing specialist cultural guidance, strategic advice and influencing strategy and priorities to support the Commission to improve mental health and alcohol and other drug outcomes for Aboriginal peoples and communities. This leadership role will work collaboratively and strategically with the Commission's Senior Executive Group, Executive Leadership Group and within other governance structures to provide independent expert advice to effect both system-wide and service-level change. This role will provide advice to improve ways of working, facilitate collaboration across sectors and ensure Aboriginal voices are central to decision making.

The Aboriginal person in this leadership position will have extensive experience in providing cultural expertise to inform the planning, delivery and evaluation of culturally safe mental health and alcohol other drug prevention programs, community supports and treatment services, and systems in the context of the social and emotional wellbeing model across the life course. This may include extensive experience in leading and influencing outcomes for Aboriginal peoples, families and communities in areas such as strategic policy, service management, advocacy, research and/or academia.

The incumbent will maintain an expert-level awareness of, and an ability to apply the social and emotional wellbeing model and its evidence-based approaches across the life course.



The incumbent will have strong and extensive connections with Aboriginal peoples and communities across Western Australia and be recognised as a leader in their field.

### **Key Role Accountabilities**

- Provide independent and expert advice to the Commissioner, Senior Executive Group and Minister for Health; Mental Health on relevant issues related to areas of expertise.
- Provide specialist cultural guidance and strategic policy and systems advice.
- Provide leadership and internal consultancy to Commission staff on programs and service development, and ways of working as requested.
- Provide high quality analysis and advice on issues relevant to area of expertise, to facilitate the Commission's work and contribute to government processes, including through evidence-based and evidence-informed best practice, cultural knowledge, research literature, current national policy and indicators, and administrative and survey data.
- Effectively communicate, engage and influence stakeholders, noting a requirement to work with a diverse range of communities, government and non-government stakeholders, including in the context of advancing complex policy issues.
- Perform a leadership role and/or be an active member of significant governance and advisory groups or panels within the Commission, including in the function of Chair/Co-Chair, as required in alignment the relevant Terms of Reference.
- Represent the Commissioner as requested at meetings, stakeholder forums, roundtables and public events.
- Act as a public advocate for the work of the Commission.
- Maintain linkages with key stakeholder groups and sector representatives and advise solutions to the Commission on common and representative themes.
- Support the effective representation of stakeholders in the work of the Commission, including governance, operations, workforce, recruitment, quality and evaluation.
- Act in accordance with the Assistant Commissioners Code of Conduct.
- Consistently display and promote high level commitment, integrity and diligence in all aspects of work, applying the principles of confidentiality, mutual respect and understanding.
- Other duties as required.



## **Assessment Criteria**

Applicant suitability will be assessed in alignment with Public Sector Commission's [Leadership Expectations](#). Appendix 1 details the key competencies and how it may be demonstrated from an Aboriginal cultural perspective.

### ***Lead collectively***

- Seek and build key relationships, work together and focus on the greater good.

### ***Think through complexity***

- Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.

### ***Dynamically sense the environment***

- Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.

### ***Deliver on high leverage areas***

- Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.

### ***Build capability***

- Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.

### ***Embody the spirit of public service***

- Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.

### ***Lead adaptively***

- Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Experience working at a state and national level with similar or comparable experience are preferred.

Applications are sought widely from people residing in Western Australia.

## **Details of Appointment**

The Assistant Commissioner for Aboriginal Affairs will be appointed for an initial term of 12 months.

The appointment is subject to:

- A referee check.
- Successful 100 point Identification Check.
- Criminal record screening, noting the outcome does not necessarily exclude an applicant from appointment and will be assessed by a Commission Decision Making Committee.

## **Availability and Time Commitment**

The Assistant Commissioner will be engaged on a part-time basis which is expected to equate to 0.2 full time equivalent.



This is subject to change based on the requirements of the role and in negotiation with the Commissioner on an ad-hoc basis.

### **Code of Conduct**

The Code of Conduct, which outlines expectations regarding confidentiality and conflict of interest and other related matters, will be provided to successful applications on provision of the letter of engagement.

### **Eligibility and Remuneration**

In alignment with Commission policy, eligible applicants can only be engaged as an individual and not via a business. Successful applicants are not eligible to be concurrently engaged as an individual to undertake additional work for the Commission beyond the scope of the requirements and expectations of the Assistant Commissioner for Aboriginal Affairs.\*

Eligible applicants who are not public sector employees will attract an hourly rate of \$100 per hour, in alignment with Commission policy.

Successful applicants who are public sector employees will need the approval of their employer regarding the time required to participate as Assistant Commissioner for Aboriginal Affairs. Public sector employees who are engaged in a full-time equivalent position are not eligible for additional remuneration for these services.

The Assistant Commissioner for Aboriginal Affairs will receive administrative support from Commission staff in executing their role. A workstation and facilities will be provided for the successful applicant, based at the Mental Health Commission, 1 Nash Street Perth.

The details about formal engagement, including work required, associated remuneration and any legal requirements for engagement, will be confirmed between the Commission and the successful applicant in an Agreement upon appointment.

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\* This may prevent the Assistant Commissioner for Aboriginal Affairs concurrently participating in other system governance arrangements as active paid members.



## **Assessment of Expression of Interest**

The assessment of applications will include:

- An assessment of the Expression of Interest application against the assessment criteria to shortlist applicants.
- Shortlisted applicants may be invited to participate in an interview.
- A referee check.

## **How to Respond to this Expression of Interest**

To apply, please provide the following:

- A Curriculum Vitae/resume (no more than three pages), including contact details for two referees; and
- A cover letter (no more than three pages) addressing the Assessment Criteria.

Please mark your application “EOI Private and Confidential – Assistant Commissioner for Aboriginal Affairs” within the subject line and provide your application via email to [tenders@mhc.wa.gov.au](mailto:tenders@mhc.wa.gov.au).

The closing date for all EOI applications is **17 April 2024 at 5:00pm**. Late applications will not be accepted.

## **Enquiries**

Please direct any queries to Sharnae Zanotti, Director System Governance and Stakeholder Engagement via email at [SystemGovernance@mhc.wa.gov.au](mailto:SystemGovernance@mhc.wa.gov.au) or phone 6553 0216 if you have any queries.



## Appendix 1 – Leadership Expectations

Criteria	How it is demonstrated	How it is demonstrated from an Aboriginal cultural perspective
<p><b>Lead Collectively</b> Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> <li>You understand how the work of the Commission influences the sector, creating and supporting value for the future of Western Australians</li> <li>You actively create shared thinking across the Commission in your domain of expertise.</li> <li>You build and maintain relationships and partnerships with within the Commission as well as with key stakeholders across the sector.</li> </ul>	<ul style="list-style-type: none"> <li>Advocates for authentic engagement and culturally safe co-design opportunities and community-led action.</li> <li>Builds relationships and networks with allies.</li> <li>Advocates strategically to ensure Aboriginal issues are prioritised within the Commission and the broad Government agenda.</li> <li>Strategically leverages appropriate initiatives and investment opportunities to advance Aboriginal social and emotional wellbeing outcomes.</li> <li>Communicates with influence.</li> </ul>
<p><b>Think Through Complexity</b> Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> <li>You navigate complexity to develop and consult on short- and medium-term operational strategies.</li> <li>You navigate the consequences and risks of your decisions, acknowledging both internal and external impacts, within your domain of expertise.</li> </ul>	<ul style="list-style-type: none"> <li>Navigates Aboriginal ways of knowing, being and doing within Government systems.</li> </ul>
<p><b>Dynamically Sense the Environment</b> Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> <li>You scan and decipher internal and external environments, leveraging understanding within your expertise to influence and persuade others so as to create value for Western Australians</li> <li>You acknowledge societal, political and economic trends - both internal and external – likely to impact Commission operations and ability to deliver results in the short term.</li> <li>You recognise the importance of professional networks and actively seek to build relationships that support your efforts to achieve the goals of the Commission.</li> </ul>	<ul style="list-style-type: none"> <li>Develops and maintains strategic cross-agency and multi-sectorial relationships, and facilitates effective collaboration and engagement, to advance Aboriginal social and emotional wellbeing outcomes.</li> <li>Leverages strategic relationships and connection to community to facilitate network development and advance Commission and Government priorities.</li> <li>Tailors engagement and communication strategies through identification of shared objectives to achieve desired outcomes.</li> </ul>
<p><b>Deliver on High Leverage Areas</b> Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges</p>	<ul style="list-style-type: none"> <li>You pursue with tenacity the high leverage priorities that are essential to the Commission, key stakeholders and Western Australians, within your domain of expertise.</li> <li>You acknowledge the links between strategies and decisions within your domain of expertise and those of others within the Commission, aligning your work with the strategic direction of the Commission.</li> </ul>	<ul style="list-style-type: none"> <li>Have an acute awareness and understanding of state and national priorities relevant to Aboriginal and Torres Strait Islander peoples, with the ability to strategically leverage Commission and Government priorities to influence change.</li> <li>Draws on community cultural knowledge as a resource to influence systems and outcomes.</li> </ul>



	<ul style="list-style-type: none"> <li>You demonstrate personal resilience in the face of challenges to deliver excellence and value for the Commission, key stakeholders and Western Australians.</li> </ul>	
<p><b>Build Capability</b>  Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> <li>You proactively develop capability in the sector, within your domain of expertise, to create value for the future of Western Australians.</li> <li>You act as a coach within your domain of expertise, nurturing the development of capability.</li> <li>You understand your role and responsibility for creating a healthy culture, contributing to a productive Commission and sector culture.</li> </ul>	<ul style="list-style-type: none"> <li>Provides strategic leadership and advice internal to the Commission to embed best practice ways of working and cultural knowledge.</li> <li>Advocates for the varying needs of Aboriginal peoples, services and organisations to empower equitable access to resources.</li> <li>Support, build and advocate for all elements of the system.</li> </ul>
<p><b>Embody the Spirit of Public Service</b>  Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> <li>You embody the spirit of public service by displaying empathy and compassion, integrity and humility.</li> <li>You demonstrate a genuine passion for your domain of expertise, acknowledging and valuing other parts of the Commission of which you have no specialist knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Represents the interests of all Aboriginal and Torres Strait Islander communities across Western Australia.</li> </ul>
<p><b>Lead Adaptively</b>  Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> <li>You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions.</li> <li>You understand the importance of self-awareness, adopting strategies and ways to explore your own strengths, limitations and blind spots.</li> <li>You participate in learning opportunities that support your future development needs, actively seeking guidance and support from mentors and coaches.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of own power and related sensitivities.</li> <li>Proactive in working with discomfort.</li> </ul>