Position Description

**Position title**  
Education Policy and Strategic Relations Lead

**Team/Group**  
Education & Families

**Work level**  
4

**Position reporting to**  
Head of Education

**Employment Type**  
1.0 FTE (maternity leave cover until 30 May 2021)

**Vision, mission and values**

Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.

Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity**.

**Position purpose**

The Education Policy and Strategic Relations Lead is responsible for leading Beyond Blue’s engagement with key strategic Government and Education sector relationships to influence systems change and to activate the adoption and sustainability of Be You and Beyond Blue’s broader education program.

This role will be responsible for working with Beyond Blue’s Policy team to continue to develop and refine Beyond Blue’s policy position in relation to Be You and Beyond Blue’s broader education program.

Reporting to the Head of Education, this role will work closely with the Education Engagement Lead, Education Performance and Evaluation Lead, and all teams across Be You Delivery and Be You Major projects.

**Role dimensions**

<table>
<thead>
<tr>
<th>Direct Reports</th>
<th>5</th>
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<tbody>
<tr>
<td>Overall team</td>
<td>Education Advisor, Education Government Relations Advisor, Education Policy Advisory (in-direct report), Education Policy and Strategic Relations Coordinator, Strategic Communications Advisor (in-direct report)</td>
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**Financial Delegation:** As per the Delegations of Authority Policy

**Key accountabilities**

**Strategic Relations**

Lead the development and implementation of strategic engagement strategy for Be You and Beyond Blue’s broader education program, including strategic stakeholder communications ensuring delivery is to agreed timelines and budget.

Be the key decision maker about the strategic engagement and education policy activities.
Enable effective stakeholder engagement and relationships with specific government and education sector representatives to support the achievement of the strategic engagement objectives.

**Education Policy**

Lead the development of Beyond Blue’s policy position in relation to Be You and education more broadly in collaboration with Beyond Blue’s Policy team.

**Stakeholder Engagement (external and internal)**

Oversee the secretariat support activities for the National Advisory Council and State and Territory Implementation and Engagement Groups. The Education Policy and Strategic Relations team is responsible for logistics, preparations, briefings and secretariat support.

Lead the development of high-level briefings for Beyond Blue Chair, Board Directors, the CEO, GM and others for key education stakeholder meetings and presentations.

Represent Beyond Blue publicly at conferences, events and meetings with key stakeholders.

Work collaboratively with all team members and other teams within Beyond Blue to achieve overall objectives.

Initiate and manage related escalation and risk management processes.

Actively participate in all meetings with stakeholders, including the Taskforce Leadership Group.

**Project Management and Reporting**

Ensure project management and business as usual activities (including management of function budget) are implemented in accordance with Beyond Blue processes and systems and are in line with company policy and program governance.

Provide high quality written documents including briefing notes, preparation of contracts and agreements, and project management documentation; provide input into the development of key reports, including Board reports, Beyond Blue external reporting and ad hoc reports as required.

Be responsive to additional duties that may arise, as requested by the Head of Education.

**Key behaviours**

Provide leadership across Be You and Education program as a key member of the Education leadership team.

Motivate and actively manage a team of up to six staff, including resource planning, providing appropriate support, developing staff work plans, professional development and performance reviews.

Maintain effective relationships with key Government and Education sector representatives, subject matter experts and other internal and external stakeholders to influence systems change and adoption of Be You and the broader Beyond Blue education program.

Foster a culture of customer service and continuous improvement approach.

**Qualifications and key selection criteria**

**Essential**

A tertiary qualification in a relevant discipline

Proven leadership skills and ability to build culture and a high performing team.
Proven high-level strategic engagement, government and education policy and advocacy and strong strategy development and implementation skills.

Experience working within the government and/or education sector, together with high level subject matter expertise with an understanding of education systems and government operations.

Proven experience in policy and analysis, and the ability to analyse, synthesise and communicate complex policies for different audiences and identify implications.

Advanced written and verbal communication skills with ability to readily adapt to communicating effectively to any given audience.

**Desirable**

Experience working on mental health promotion initiatives.

Experience working in education settings.

Experience in strategic communications.

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**Additional information**

**Health, safety and wellbeing**

Beyond 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.

**Pre-existing injury**

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.

**Equal opportunity**

Beyond Blue is an equal opportunity employer. All staff 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 staff are expected to undergo regular cultural competence 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