



headspace[®]

National Youth Mental Health Foundation

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headspace.org.au

Position Description

Research and Policy Manager

Location: headspace National Office

Department: Research and Evaluation

Salary range: EO1

Employment Type: Full Time

Approved By: Debra Rickwood

Date Approved: 21 November 2018

Agreed By: _____

Date Agreed: _____

1 HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2 HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3 HEADSPACE VALUES

At **headspace**, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all **headspace** employees are expected to undertake their work in accordance with the **headspace** values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people
- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services

4 POSITION SUMMARY

The Research and Policy Manager will take a leading role in managing the research and policy activities for **headspace** National. This position plays an important role in building the capacity for headspace to contribute to building the evidence base for youth mental health that supports the **headspace** initiative and providing relevant policy input. The main aim is to ensure that headspace programs are underpinned by the best available evidence and that evidence generated by headspace is used to inform future directions in youth mental health.

The role of the Research and Policy Manager is to contribute to the development of the research strategy and its implementation. The strategy will aim to ensure that appropriate research is supported and enabled through headspace programs, that all research is undertaken at the highest quality and conducted according to ethical principles, and that the knowledge generated is readily available, disseminated and used to support youth mental health policy.

This role will work closely with the Evaluation Manager to ensure that evidence generated supports multiple purposes of research, evaluation and policy, and that research and policy analysis supports the evaluation strategies for headspace programs.

5 POSITION CONTEXT

The Research and Evaluation Division conducts, facilitates and translates research and evaluation that informs **headspace** services and initiatives, to ensure they are underpinned by the best available evidence and that the **headspace** network is used to advance knowledge in the field.

This position requires a motivated person with highly developed skills in applied, policy-relevant, research; and qualitative and quantitative data analysis in health or mental health settings. The incumbent will also have highly developed conceptual and analytical skills, exceptional interpersonal and written communication skills, and be able to operate effectively at a national level with a range of individuals and organisations.

The position will reside in the Division of Research and Evaluation and be directly accountable to the Chief Scientific Advisor.

6 KEY RESPONSIBILITIES/OUTCOMES

The Research and Policy Manager will:

- Manage support for research activities across the headspace initiative.
- Contribute to the overall design and strategic directions of headspace research and policy.
- Develop a range of strategies and resources that will engage and assist headspace services in facilitating appropriate research.
- Lead research and policy-relevant projects as required, and manage other staff involved in research and policy activities to effectively meet project deliverables.
- Develop and lead the research staff within the Research and Evaluation team to ensure expertise, support and resources are available within the organisation to provide the highest possible standard of support for research and policy projects.

- Maintain the headspace Research Register.
- Provide support for the Orygen Centre for Excellence to continue to maintain the headspace evidence maps and undertake evidence reviews.
- Prepare reports and provide information and advice to **headspace** executive on research and policy issues.
- Identify opportunities for headspace to participate in policy processes and develop policy insights from headspace research and practice for internal and external communication to contribute to the government youth mental health policy agenda.
- Contribute to the broader evaluation, research and policy agenda and priorities of **headspace** as required.
- Support **headspace** to meet organisational obligations under the terms of its Funding Agreement with the Commonwealth Government as represented by, and acting through, the Department of Health.

The key outcome for this position is:

- Working with the Chief Scientific Advisor, develop and implement a research strategy to direct the organisation's research agenda and strengthen its position in national policy debates relevant to youth mental health.

7 SELECTION CRITERIA

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

7.1 Essential

- Post graduate degree level qualifications (PhD) in social or behavioural sciences, health sciences or other relevant discipline with a strong applied research component.
- Leadership experience in the development and implementation of research activities within a health, mental health or community services setting.
- High level qualitative and quantitative research design and data analysis skills.
- Demonstrated ability to undertake policy-relevant research in complex, real-world contexts.
- Demonstrated ability to supervise research staff.
- Demonstrated ability to provide policy advice based on research evidence.
- Excellent written communication skills, including the ability to publish in the peer-reviewed literature as well as provide analytical reports to executive, government and other stakeholders.
- Excellent verbal communication skills, including the ability to present information to and engage with diverse audiences.
- Thorough working knowledge of Microsoft Office including Word, Excel and PowerPoint, as well as NVivo and SPSS.

7.2 Desirable

- Knowledge and understanding of the policy context for early intervention and youth mental health, including its impact on service system reform.
- Advanced statistical skills, such as ability to use Stata and undertake longitudinal analysis.

8 POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times.