



Expressions of Interest

Assistant Commissioner for Alcohol and Other Drugs

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)

Individual Role Requirements

The Assistant Commissioner for Alcohol and Other Drugs is responsible for providing strategic, evidence-based advice on new and emerging policies and issues to influence strategy and priorities to support the Commission to deliver on its objective to prevent and reduce harms from alcohol and other drug use and improve community wellbeing. The Assistant Commissioner for Alcohol and Other Drugs is expected to adopt an approach informed by an understanding of the role of social, structural, environmental and cultural determinants of health and wellbeing and consistent with public health approaches to addressing harms from alcohol and other drugs. This will include an approach consistent with a comprehensive harm minimisation framework.

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 and contemporary advice to progress system-wide policy, programs and services reform across prevention, early intervention, harm reduction, treatment, and support. This role will contribute contemporary evidence contextualised to the Western Australian context, facilitate collaboration across sectors and ensure people with a lived experience of alcohol and other drug use, and their impact and harm, are central to decision making.

This role requires an individual with significant knowledge and expertise in the alcohol and other drugs sector to inform the planning, implementation and evaluation of policies and strategies. This may include extensive experience in areas such as strategic policy, service management or delivery, public health, advocacy, research and/or academia.

The incumbent will maintain an expert-level awareness of contemporary alcohol and other drug issues, approaches, and policy priorities. This will be driven by an evidence-based approach, which includes an understanding of the research and needs of people impacted by



alcohol and other drugs. The incumbent is also expected to maintain a strong connection to the alcohol and other drugs sector.

Key Role Accountabilities

- Provide independent, contemporary, and evidence-based advice to the Commissioner and Senior Executive Group on matters related to areas of expertise, including but not limited to:
 - alcohol and other drug use and harms, including as it relates to specific high-risk contexts and priority populations;
 - new and emerging issues, trends and needs;
 - complex policy and service development matters; and
 - survey data and relevant indicators.
- Provide leadership and strategic, expert advice to Commission staff on policy and strategies, as requested.
- 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.
- Remain abreast of local, state, national and international research, program and policy advancements and an understanding of their application to the Western Australian context.
- 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 with 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 alcohol and other drugs 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 Alcohol and Other Drugs 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 beyond the scope of the requirements and expectations of the Assistant Commissioner for Alcohol and Other Drugs.*

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 Alcohol and Other Drugs. Public sector employees who are engaged in a full-time equivalent position are not eligible for remuneration for these services.

The Assistant Commissioner for Alcohol and Other Drugs 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.

* This may prevent the Assistant Commissioner for Alcohol and Other Drugs 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 Alcohol and Other Drugs” within the subject line and provide your application via email to 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 Maureen Lewis, Mental Health Commissioner, via email at CEO@mhc.wa.gov.au if you require further information.



Appendix 1 – Leadership Expectations

Criteria	How it is demonstrated	How it is demonstrated from an Alcohol and Other Drug perspective
<p>Lead Collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> You understand how the work of the Commission influences the sector, creating and supporting value for the future of Western Australians You actively create shared thinking across the Commission in your domain of expertise. You build and maintain relationships and partnerships with within the Commission as well as with key stakeholders across the sector. 	<ul style="list-style-type: none"> Advocate strategically to ensure alcohol and other drug priorities and issues are represented within the Commission and broader government agency agendas. Strategically leverage appropriate mental health related initiatives and investment opportunities when there is an impact on co-occurring AOD issues and conditions.
<p>Think Through Complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> You navigate complexity to develop and consult on short and medium term operational strategies. You navigate the consequences and risks of your decisions, acknowledging both internal and external impacts, within your domain of expertise. 	<ul style="list-style-type: none"> Have a comprehensive understanding of strategies associated with vested and commercial interests and their influence on AOD policy and investment. Work effectively to support evidence-based harm reduction and related policies within the context of government.
<p>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.</p>	<ul style="list-style-type: none"> 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 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. You recognise the importance of professional networks and actively seek to build relationships that support your efforts to achieve the goals of the Commission. 	<ul style="list-style-type: none"> Develop and maintain strategic cross-agency and multi-sectorial relationships, and facilitate effective collaboration and engagement, to advance alcohol and other drug policies and strategies. Tailor engagement and communication strategies through identification of shared objectives to achieve desired outcomes.
<p>Deliver on High Leverage Areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges</p>	<ul style="list-style-type: none"> You pursue with tenacity the high leverage priorities that are essential to the Commission, key stakeholders and Western Australians, within your domain of expertise. 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. 	<ul style="list-style-type: none"> Ensure public health evidence and expertise is the primary influence in decisions about alcohol and other drug related policies and strategies.



	<ul style="list-style-type: none"> You demonstrate personal resilience in the face of challenges to deliver excellence and value for the Commission, key stakeholders and Western Australians. 	
<p>Build Capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> You proactively develop capability in the sector, within your domain of expertise, to create value for the future of Western Australians. You act as a coach within your domain of expertise, nurturing the development of capability. You understand your role and responsibility for creating a healthy culture, contributing to a productive Commission and sector culture. 	<ul style="list-style-type: none"> Take a broad public health approach to addressing alcohol and other drug policy and strategy the in the context of a harm minimisation framework (demand, supply, and harm reduction), and consider the influence of socio-structural, commercial, and environmental determinants. Have an understanding and appreciation of the broad and contemporary treatment and support services landscape within a comprehensive public health framework. Support, build and advocate for all elements of the system. Have an appreciation for, and demonstrate a connection to, the broad and diverse stakeholders impacted by alcohol and other drugs within the Western Australian community.
<p>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.</p>	<ul style="list-style-type: none"> You embody the spirit of public service by displaying empathy and compassion, integrity and humility. 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. 	
<p>Lead Adaptively 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"> You are continually learning and adapting your personal style and approach to be effective in new and challenging contexts and positions. You understand the importance of self awareness, adopting strategies and ways to explore your own strengths, limitations and blind spots. You participate in learning opportunities that support your future development needs, actively seeking guidance and support from mentors and coaches. 	