



Chief Executive Officer

Position Title:	Chief Executive Officer
Position Reports to:	NTMHC Board of Management
Position Location:	7/18 Bauhinia Street, Nightcliff Community Centre
Industrial Instrument:	The Fair Work Act, Social, Community, Home Care and Disability Services industry (SCHADS) Award.
Terms of Employment:	Fixed Term Employment. Full Time (38hrs per week) although part time negotiable.
Award Classification:	Community Services Employees level 8
Salary:	Above award \$120 000 to \$130 000 pa plus 10% superannuation. Salary packaging available. Vehicle negotiable
Leave Entitlements:	6 weeks annual leave at normal pay plus 17.5% leave loading

About Us

The Northern Territory Mental Health Coalition (the Coalition) is the peak body for the community managed mental health services in the Northern Territory (NT). As the peak body the Coalition ensures a strong voice for member organisations and a reference point for governments on all issues relating to the provision of mental health services in the Northern Territory.

The Vision: All Territorians have the opportunity for the best possible mental health and wellbeing.

The Purpose: Be a strong voice for mental health and wellbeing in the Northern Territory.

Guiding Principles:

- Working for the common good
- Collaboration
- Accountability
- Cultural respect, responsiveness, and security
- Person centred
- Valuing lived experience

Position description

The role of the Chief Executive Officer is to ensure that the Coalition functions as a highly competent and effective peak body in policy development, advocacy and representing the community mental health sector in the Northern Territory.

The Chief Executive Officer influences public policy, develops and disseminates information and provides networking opportunities that support the NT community mental health sector. The Chief Executive Officer will engage with national counterparts to deliver value to members and ensure an NT voice is effective in national advocacy.

It is the responsibility of the Chief Executive Officer to address key management and operational issues with direction from the Board including:

- Planning – leading the development and implementation of operational and business plans to achieve agreed strategic goals.
- Finance – Develop and manage the operational budget and maintain operations within budget parameters.
- Resourcing – maintain sufficient physical resources to ensure effective function of the Coalition.
- Environmental currency – identify and keep the Board informed of emerging opportunities, risks, and significant areas for sector development.

Reporting requirements

The Chief Executive Officer reports directly to the NTMHC Board of Management with frequent engagement with the Chairperson and Treasurer and effective liaison with the Board.

Key responsibilities

1. Strategic Direction

- Competently articulate the vision of the Coalition to all stakeholders
- Implement the Coalition's strategic direction and business plan as developed by the Board of Management.

2. Advocacy and Policy Development

- Build and maintain the Coalition's profile and provide an effective conduit for sector input into government policy processes.
- Work with Coalition members and other key stakeholders in policy development and consultation around Northern Territory related matters.
- Provide Coalition representation at relevant forums, on committees, and in meetings to ensure that views of members are adequately heard and represented.
- Establish strategic alliances and effective relationships with Government, other peak bodies, research organisations and other relevant stakeholders as required.

3. Membership

- Reinvigorate the Coalition's two-way engagement with current and potential members.
- Facilitate members' forums and meetings with NT Department of Health and other key stakeholders to inform advocacy and policy activities.
- Use a range of communication mechanisms (emails, newsletters, etc.) to meet the information needs of members in the community mental health sector.
- Demonstrate value for money to fee-paying members through representation, communication, engagement, and support for community mental health organisations.

4. Sector development

- Maintain currency of mental health and related policies and developments at Territory and National levels and develop and/or share analysis of impacts arising.
- Work with Northern Territory and Commonwealth Departments and other stakeholders to establish priority areas for consultation with the sector through time.
- Facilitate strategic stakeholder engagement to effectively support the development and resourcing of the community mental health sector.
- Undertake key projects that contribute to the Coalition's ability to respond appropriately to advocacy, policy, and sector development opportunities.

5. Organisational and financial management

- Report succinctly and accurately to the Board on the activities and operations of the Coalition.
- Resource and support the Board in carrying out its governance role through competent organisation of Board meetings, timely preparation and distribution of Board papers and management of out of session matters.
- Oversee the implementation and continuous improvement of management systems including:
 - Communication and administrative systems
 - Budgets, and monitoring and management of finances and internal resources
 - Development and timely review of organisational policies and procedures
 - Management of staff

Key Performance Indicators

Key performance indicators will be set by the Board on an annual basis and assessed through an annual performance appraisal process.

Position Attributes

The Chief Executive Officer will have:

1. Knowledge (or ability to quickly acquire knowledge) of the NT mental health sector, factors impacting the sector and a solid understanding of the workings of government and policy directions in relation to mental health.
2. High order strategic management and leadership skills, including skills and experience in finance and staff management and reporting to a Board of management.
3. Well-developed skills in policy analysis and a demonstrated ability to bring or develop a sound understanding of local and national mental health policies, impacts and developments
4. Highly developed advocacy skills
5. High level written and oral communication skills including the ability to:
 - Present to a range of stakeholders and groups
 - Develop and maintain strategic relationships with stakeholders
 - Negotiate with senior government and community representatives
 - Produce high quality written articles and reports
 - Facilitate and lead consultations and network effectively with a range of stakeholder groups
 - Effectively use current and emerging technologies to communicate
6. Demonstrated understanding and or experience of working in a cross-cultural environment within the social and community sector.
7. An appropriate tertiary qualification
8. An ability to undertake travel with the Northern Territory
9. A current NT drivers' licence
10. An ability to provide a National Police Certificate (certificate to be updated every two years) and a current working with children Ochre card

Application information

Applicants are required to submit a cover letter of no more than two A4 pages stating why they are suited to the position and the organisation plus a resume with at least two work related referees.

Applications are to be forwarded to admin@ntmhc.org.au and received no later than close of business **12th July 2021**.

For further information contact admin@ntmhc.org.au or 8948 2246

Please note: Prior to offer of employment candidates will have to successfully complete a Safe NT Screening Assessment for Employment and a Criminal History Check.