



CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

BACKGROUND

QAMH is the peak body for the community mental health and wellbeing sector in Queensland. We represent more than 120 organisations and stakeholders involved in the delivery of community mental health services across the state. At a national level, we collaborate with Community Mental Health Australia, and we work alongside our members to build capacity, and to advocate on their behalf on issues that impact their operations and people who access their services.

STRATEGIC OBJECTIVE

The Queensland Alliance for Mental Health reforms, promotes and drives community mental wellbeing service delivery for all Queenslanders, through its influence and collaboration with its membership and its strategic partners.

PRIMARY DUTIES

The CEO will lead, manage and support the QAMH team by enacting the strategy of the organisation.

The CEO's key focus areas will include:

- ensuring QAMH is a repository of knowledge and project work that supports the members of the Alliance.
- Oversee and facilitate the delivery of services and projects for the community mental health sector.
- influencing governments at all levels in the development of mental health reform and policies that impact the members and broader community mental health sector.
- improving financial sustainability by securing a diversity of ongoing funding through partnerships with relevant funding bodies.
- Oversee and drive member advocacy to ensure QAMH is a strong and trusted voice for the sector.

The CEO will ensure the Board has access to high level advice regarding all areas of its operation.

Working with the QAMH team the CEO will have overall responsibility for:

- leadership, development and implementation of the organisation's strategic plan.
- overseeing all key organisational programs and projects.
- marketing, financial, human resource and administrative services in support of organisational objectives.



This role will be based at the QAMH office with the CEO and travel both state/nationally will be required as agreed with the CEO.

PRIMARY ACCOUNTABILITY

The CEO is accountable to the Board for the management of QAMH and the provision of leadership to achieve its strategic plan. All the necessary functions and responsibilities of QAMH as an Employer and any notice or any action required to be taken by an Employer is given or taken by the CEO for and on behalf of the organisation.

DIRECT REPORTS

Director Operations

Director Advocacy and Media Relations

Business Manager

CRITICAL EXPERIENCE

The successful candidate will have:

- A strong track record of leadership and management experience preferably in the community mental health sector. (5-10 years)
- A deep knowledge of contemporary mental health issues, particularly around service provision in the community mental wellbeing programs, understanding of the National Disability Insurance Scheme (NDIS) and the impact upon people with mental illness, their families and carers.
- Tertiary qualifications in a health-related field such as Psychology, Social Work, Occupational Therapy, Nursing, or other relevant degree and/or relevant industry experience of at least 5-10 years
- Demonstrated experience working with and influencing senior government officers including at a Ministerial level.
- A demonstrated successful track record in managing projects to outcome.
- Highly developed time management and organisational skills.
- Demonstrated successful leadership style and will have strong understanding of human resource management and industrial relations.
- Excellent written and verbal communication.
- Significant experience driving organisational strategy and managing change.
- Successful track record in resource and financial management.
- Experience developing collaborative and effective partnerships.
- Experience working with a membership-based organisation would be desirable.



KEY RESULTS AREAS

LEADERSHIP AND INFLUENCE

- Lead the strategy of the organisation and report progress to the QAMH Board as required.
- Build effective relationships with relevant Government personnel at all levels of Government both State and Federal, with the key aim of influencing policies and maximising the potential and reach of the community mental health sector.
- Advocate to and represent QAMH in meetings with Government representatives, relevant committees and advisory bodies as required.
- Prepare written submissions and responses to Government and other bodies as required.
- Act as one of the organisation's primary media spokesperson, (the other being the Board Chair).
- Establish appropriate stakeholders and national & international relationships to assist in building collaborative partners and to promote the work of QAMH.
- Develop and lead the delivery and reporting requirements of funders for QAMH projects.
- Consult and communicate with members and the sector to identify needs and share information.
- Supervise staff reporting to the role and manage internal and external stakeholders to develop and deliver projects and policy work.
- Participate in appropriate stakeholder networks, advisory groups, policy discussions, meetings and conferences as delegated by the CEO.
- Actively seek opportunities for new business and growth in line with the strategic direction of QAMH.
- Drive new project, research and partnership opportunities that advance the development and capacity of the community wellbeing sector in Queensland and promote its value within the wider health system.

STRATEGY, POLICY AND PROGRAM DEVELOPMENT

- Remain up-to-date and fully informed on all significant developments in the mental health sector and psychosocial disability.
- Identify strategic issues; lead and manage the development and implementation of strategic plans, policies and evaluation processes.
- Oversee the development of programs and projects which align with the organisation's strategic direction and enable improved access to government and non-government funding.
- Contribute to research and evaluation initiatives relevant to the sector.



FINANCIAL ACCOUNTABILITY AND SUSTAINABILITY

- Identify opportunities for diversification of recurrent funding through government and other funding sources.
- Responsible for accountability for obligations under funding agreements.
- With the support of the Business Manager, be responsible for preparation of annual budgets including expenditure and income projections, monitoring financial performance and progress against budget.
- Operate within the delegations of Authority of QAMH to ensure responsible financial management in line with the objects of the organisation.

MEMBERSHIP AND STAKEHOLDER RELATIONS

- Build coalitions and collaborative partnerships with other relevant peak bodies and key organisations.
- Ensure engagement of the organisation focusses on the key issues to the sector.
- Ensure that members have access to information which reflects the range of views in the sector and provide a critical analysis of key areas of interest to the sector.
- Develop and implement systems and processes that encourage effective consultation and engagement with members, community groups and other stakeholders to lead the objectives of QAMH.
- Ensure the organisation has a range of effective mechanisms for and dissemination of information and appropriate marketing of program and other activities.

SUPPORT/REPORTING/COLLABORATING WITH THE TO THE BOARD

- Resource and support the Board in its role and work.
- Provide timely information, reports and advice that supports the Board's strategic thinking and direction setting.
- Prepare advice to the board regarding operations, long-term resourcing needs, governance issues, operational structure and other management areas.

GENERAL MANAGEMENT

- Manage the day-to-day operations of the organisation so that it functions effectively and efficiently.
- Manage employees (either directly or through delegation) in their area of responsibility including recruitment, training, professional development and appraisal, to ensure that they are achieving the requirements of their positions and are working effectively together.
- Ensure compliance with relevant Government legislation
- Contribute intelligence to business direction and operations of QAMH.



- Liaise with funding bodies and government officers, as required.
- Identify and respond to risk and OH&S obligation for QAMH.
- Model the QAMH values in work.
- Foster an engaged and safe workplace that embraces diversity.
- Ensure a system is in place for monitoring the organisational culture.
- Ensure compliance of QAMH with both internal policies and external regulations and requirements.
- Complete annual appraisal with Board and complete training identified as part of professional development plan.
- Other duties in line with role as agreed with CEO.

CHANGES IN THE KEY RESULT AREAS

- These key result areas may be subject to change by formal decision of the Board because of changes in the strategic direction of QAMH.