

## Position Description

Position Title	Executive Manager — Mental Health & Wellbeing Programs
Business Unit	Mental Health & Wellbeing Programs
Industrial Instrument	Individual Employment Agreement
Level	Executive Team
Remuneration Range	Executive level salary on offer by negotiation
Location	<input checked="" type="checkbox"/> THC Office: Rokeby, Hobart. <input checked="" type="checkbox"/> THC Mind Hub: Collins Street, Hobart. <input checked="" type="checkbox"/> Work From Home office.
Hours per fortnight	<input checked="" type="checkbox"/> Full Time: 1.0 FTE (76 hours per fortnight) <input checked="" type="checkbox"/> Part Time: by negotiation
Reports To (Line Manager)	Chief Executive Officer
Delegations Level	As Per Delegation Policy

## About The Hobart Clinic

The Hobart Clinic Association Limited (trading as The Hobart Clinic [THC]) is a Not-For-Profit Company Limited by Guarantee, registered with the Australian Charities and Not-for-profits Commission (ACNC) which is the national regulator of charities. We acknowledge people with lived experience, as well as their carers. We recognise their strength, courage and unique perspective as a vital contribution to our service; to learn, grow and achieve better outcomes together.

Our Purpose is to provide mental health and wellbeing services for people, families and in the community in recognition that mental health and wellbeing (like physical health and wellbeing) is something that affects us all.

At the heart of The Hobart Clinic are our Values which drive everything we do.

### **INSPIRED**

We're passionate about inspiring the best in everyone we connect with.

### **TEAMWORK**

We build open, honest and purposeful relationships.

### **GROWTH MINDSET**

We collaborate with the intent to learn, develop & enable the learning journey for all.

### **BRAVE**

We commit to finding solution for our clients and colleagues regardless of the difficulty.

Building on these values is our brand promise of a commitment to promote hope, wellbeing and autonomy in recovery. Together, our values, purpose and brand promise form the basis of our success as a leader in the provision of mental health and wellbeing services.

## Primary Purpose of the Role

The primary purpose of the Executive Manager — Mental Health & Wellbeing Programs role is to lead a team of mental health professionals to provide Mental Health and Wellbeing programs across Tasmania.

## Key Responsibilities of the Role

The Executive Manager — Mental Health & Wellbeing Programs has the following key areas of work:

1. Operational management to the Mental Health & Wellbeing team.
  - Development and implementation of annual mental health & wellbeing programs schedule for in-patients and out-patients across Tasmania.
  - Ensure programs are evidence-based, trauma-informed, client-centred and co-designed with people with lived experience of mental health challenges.
  - Line management of members of the Mental Health & Wellbeing Programs Team meeting (employees, contractors and volunteers).
  - People management: Recruitment and selection of programs team workforce; manage annual team planning and individual performance planning and professional development processes.
  - Financial management of programs budget, including budget preparation; management of Income and Expenditure of relevant cost centres.
  - Work with Communications and Marketing Manager to develop a suite of collateral to promote and extend the reach and increase uptake of therapeutic programs
2. Business development, commissioning and service development:
  - Develop and implement new programs that fit within The Hobart Clinic's ethos and model of care.
  - Expand the Mental Health and Wellbeing Programs workforce: source and contract appropriately qualified Mental Health & Wellbeing Programs facilitators for the delivery of therapeutic programs.
  - Increase access to Mental Health & Wellbeing Programs to people all over Tasmania, whether through telehealth, or face-to-face services.
3. **Contribute to The Hobart Clinic Executive Team.**
  - Work closely with the CEO to implement relevant parts of The Hobart Clinic Strategic Plan.
  - Prepare, and present reports for The Hobart Clinic Board as relevant to the mental health and wellbeing programs portfolio.
  - Chair The Hobart Clinic cross-organisation *Programs Operations Working Group*.
  - Provide secretariate support to the *Programs Governance Credentialling Committee*.
  - Contribute to The Hobart Clinic Annual Review.
  - Work collaboratively with and support other members of The Hobart Clinic Executive Team.
  - Other duties as required and by negotiation.

## Key Working Relationships

This role provides direct line management of the following:

- (i) All Mental Health Professionals who facilitate therapeutic groups, and
- (ii) Intake and Assessment Officer – Mental Health and Wellbeing Programs.

This role works closely with the following positions:

- Chief Executive Officer;
- Executive Managers;
- Board Directors and relevant Board committee members;
- Members of relevant Governance Committees;
- Members of relevant cross-organisational working groups;
- External mental health professionals and organisations;
- People with lived experience and relevant organisations.

## Selection Criteria

### Essential Qualifications and Experience

- Tertiary qualifications in a relevant field or equivalent work experience.
- Current registration with relevant mental health professional body.
- Experience in operational management of allied health professionals.

### Essential Skills, Knowledge and Capability

- Demonstrated knowledge of contemporary approaches to mental healthcare, including evidence-based, trauma-informed, client-centred services.
- High level written and verbal communication skills.
- High level emotional intelligence and capability to work with a range of stakeholders and personalities.
- High level capability with Information Communication Technology, including M365 software applications and video conferencing applications.
- Demonstrated capability to work independently with limited supervision and manage a remotely located team.
- Demonstrated capability to meet deadlines and manage competing priorities.

### Desirable

- Masters degree or higher post-graduate qualifications in a relevant field or equivalent work experience.
- Previous experience commissioning mental health services or business development experience.
- Previous experience working with senior management and executives.
- Experience working in the Not-For-Profit sector.

## Other Requirements of Working at The Hobart Clinic

- Be eligible to work in Australia (Australian Citizen; permanent resident, or relevant visa holder).
- Current National Criminal History Record Check (National Police Check).
- Current Tasmanian Working with Vulnerable People Check.
- Commitment to and compliance with The Hobart Clinic Policies and Procedures.
- Demonstrated understanding of cultural safety and ability to work with Aboriginal People, and people from culturally and linguistically diverse communities.
- Demonstrated understanding of harm minimisation principles and empathy for vulnerable people.
- Maintain confidentiality and adhere to the National Privacy Principles in relation to all client-related information that you may come into contact with whilst working with The Hobart Clinic.
- Willing to participate in performance planning, performance reviews, professional development.

- Willing to participate in whole of organisations activities (Working Groups, etc.).

## Code of Conduct

The Hobart Clinic is committed to providing a positive workplace environment and culture in which team members can realise their full potential.

Executive Managers are expected to role model the behaviours expected across the organisation and are responsible for the day-to-day culture in their business units.

## Work Health and Safety

All team members are required to take reasonable care of their own health and safety, and that of others in the workplace, and ensure that their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

Executive Managers are expected to role model safe work practices and are responsible to ensure these are implemented within their business unit.

## Document Acceptance

No position description can fully capture all the requirements of a role, and therefore some flexibility is required to fully understand the role which may require other tasks not described in this document from time to time. Position Descriptions can also evolve and change over time, The Hobart Clinic will revise and amend position descriptions as required.

I have read and understand the information contained in this Position Description document.

I acknowledge this document is not intended to constitute a complete list of my duties and understand that I may be required to carry out other duties consistent with the primary purpose of this role and other tasks as reasonably instructed by management.

Employee Name (Please Print)

Employee Signature

Date (DD/MM/YYYY)

Witness (Please Print)

Witness Signature

Date (DD/MM/YYYY)

Version	Author	Amendments	Approved By	Name of Approver	Date
V1.0	P&C	Adjustment in-line with approved template.	CEO	Kath Skinner	02/01/2024
V1.1	CEO	Minor amendments to better describe the role.	CEO	Kath Skinner	04/01/2024