

Position Description

Position Title:	Deputy CEO
Reports to:	CEO
Department:	Leadership Group
Position type	Permanent, full time
Date	New position for commencement from July 2021 or at the earliest possible time after that date



About VMIAC

VMIAC is the peak Victorian non-government organisation for people with lived experience of mental health issues or emotional distress. We work from a rights based perspective.

Our vision is a world where all mental health consumers stand proud, live a life with choices honoured, rights upheld, and these principles are embedded in all aspects of society.

We undertake individual, group and systemic advocacy and our work includes research and evaluation, education and training, information provision and resource development, as well as limited specialist support programs. We have a strong and continuous focus on engagement with members, and on informing and supporting them in becoming empowered and having their voices heard.

VMIAC is owned, governed, managed and staffed by people with a lived experience. We aim to be an organisation in which the diversity of people with a lived experience can meaningfully and powerfully contribute and the employer of choice for the mental health lived experience workforce. We know that by working well together we become a true force for systems change and reshaping consumer experience.

www.vmiac.org.au

Position overview

The role of Deputy CEO is a new role at VMIAC and has been developed to facilitate VMIACs growth and impact in the context to the Victorian Mental Health Royal Commission and implementation of recommendations, and the national Productivity Commission Report on Mental Health. It is an important role in an important time.

This role will form part of the VMIAC leadership group and work in close collaboration with the CEO. The Deputy CEO will lead, manage, assure the quality of and further develop VMIACs membership, policy and research and individual advocacy functions as well play a key role in ensuring that VMIAC is a trauma-informed workplace where people with a lived experience can thrive in their professional lives. The Deputy CEO will also represent VMIAC at senior levels, contribute to strategy and business growth, and will act for the CEO in their absence.

THIS IS A LIVED EXPERIENCE POSITION

Applicants must have lived experience of mental health issues or emotional distress and of being a consumer of mental health services as well as an understanding of the consumer movement and its underlying principles. Applicants must consider themselves to be work ready at a senior leadership level.

ESSENTIAL SELECTION CRITERIA:

- Significant experience in a senior leadership and management role
- Expertise on organisation development and change management
- Good strategic and conceptual thinking
- Expertise in program design (program logic), evaluation and review relevant to the VMIAC suite of programs and ways of working
- Ability to inspire and grow well-supported teams that do their jobs well; ability to manage a diverse workforce
- Strong communication and representational skills
- Good ability to design and implement business practices and processes that make work easier to do and more efficient
- Willingness to work collegiately as part of a senior leadership team, skills and knowledge that will enrich teamwork at this level
- Track record in building effective partnerships
- Tertiary qualification in management, community services or other relevant areas or an equivalent combination of experience, education or training
- A current Victorian Driver's Licence and/or willingness to travel for work purposes.

Desirable:

- Some background in advocacy
- Knowledge of the state and national mental health landscape, particularly the state reform agenda
- Understanding of a membership-based organisation
- Knowledge of the live experience workforce
- Experience in supporting and working effectively with sub-committees of the Committee and/or knowledge of good governance processes

References and checks, probationary period

Preferred candidates are required to complete and/or provide Police and Working with Children checks prior to final confirmation and commencement of employment. Referees are required and will be contacted for short listed applicants.

This role is subject to a probationary period of six months.

Remuneration

VMIAC is seeking to attract the best possible candidate to this role and a competitive remuneration package will be offered including superannuation and opportunity to salary package. Relocation expenses may be negotiated for the preferred applicant.

Key Responsibilities

Programs and quality

- Lead and further develop Individual Advocacy, Policy and Research, and Membership programs
- Design and lead any new program initiatives linked to workforce development, direct responses to consumers and members, or policy and advocacy
- Ensure all programs are informed by consumer views and/or evidence, have a program logic, are regularly evaluated and use evaluation findings and other evidence for continuous quality improvement purposes

- Provide comprehensive, timely and accurate program reports that meet the information and accountability expectations of the CEO, and the requirements of the Committee and funders
- Identify opportunity for program growth aligned with strategy and lead development of associated business cases and tenders

Representation, relationship development and events

- As requested by the CEO, represent VMIAC at a senior level to government, policy makers and others
- Ensure VMIAC is appropriately represented by program staff in meetings and forums at the operational level that are relevant to the work of VMIAC programs and will extend our reach and impact
- Proactively develop partnerships that will extend the reach and impact of VMIAC programs
- Plan for and coordinate the annual VMIAC members conference and annual rewards

People and culture

- Recruit, line manage, hold to account through day-to-day processes and performance planning and review all staff in the program and project areas for which the role has responsibility. The CEO may be involved in senior appointments
- Ensure appropriate support and supervision is always available to all staff in the program areas
- In collaboration with the CEO, design, grow and maintain an organisation culture that is trauma informed and inclusive, inspires best practice and promotes mutual accountability while supporting staff to thrive in professional roles
- Promote and inspire teamwork and collaboration within and between teams
- Foster career pathways and develop succession plan
- Co-lead organisation development and change initiatives

Strategy and planning

- Lead and hold accountability for program business planning, ensuring program plans are fully aligned with the VMIAC strategic plan and address all compliance and reporting requirements
- Co-develop program budget(s) with corporate services
- Provide sophisticated and informed input into strategic planning and workforce planning
- Input the program lens into corporate plans and risk management planning
- Lead and hold accountability for all project plans within the programs area

Workplace and systems

- Contribute to the design and development of a fit for purpose and contemporary workplace and workplace policy and procedures (including hybrid workplace models)
- Input into the specifications for business appropriate technology and information management systems
- Ensure program staff follow agreed business processes and are supported to work well with the technology necessary to their roles
- Ensure program staff collect and enter all data required for quality and reporting purposes using agreed protocols, schedules and systems
- Develop policy and user-friendly processes that effectively support program delivery and reporting

Governance and organisation leadership

- Support and work closely with sub-committees of the Committee of Management that impact the work for programs.
- Provide advice and provide reports to the Committee of Management at the request of the CEO

- Participate in strategic and other Committee of Management events at the request of the CEO
- Act in the role of CEO as requested by the Committee of Management from time to time
- Be part of and constructively contribute to the VMIAC senior leadership group; work in strong collaboration with the CEO and with peers to achieve best results for VMIAC

Support and development

The CEO will provide support and supervision to the Deputy CEO and external support and supervision arrangements may also be agreed. The Deputy CEO is expected to take a continuous learning approach to extending their skills, expertise and knowledge and will be supported with a tailored professional development program.

PERFORMANCE APPRAISAL:	At completion of probationary period and annually thereafter
TRAINING:	To be negotiated

I, _____ (*print name*) acknowledge that I have read (or have had read to me) and understand the requirements of this position. I have read and agree to the VMIAC Code of Conduct.

Employee Signature: _____ Date: ____/____/____

CEO Signature: _____ Date: ____/____/____