

## Position Description

<b>Position Title:</b>	<b>CEO</b>
<b>Reports to:</b>	<b>Committee of Management</b>
<b>Department:</b>	<b>Office of CEO</b>



## About VMIAC

VMIAC is the peak Victorian non-government organisation for people with lived experience of mental health 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.*

VMIAC aims to be the most authentic and influential mental health consumer advocacy voice to government, other relevant bodies and organisations in Victoria. We are interested in partnerships that express and amplify the diversity of lived experience. We are active in building the national consumer voice.

Our advocacy is informed and supported by a range of operational level programs and activities including individual advocacy, 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 in 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](http://www.vmiac.org.au)

## Position overview

The position of VMIAC Chief Executive Officer is a pivotal leadership role in the mental health lived experience consumer movement in Victoria and requires an inspiring and courageous public presence. In the context of the implementation of the Victorian Royal Commission recommendations over the next five years, the VMIAC CEO will play an important strategic role in ensuring consumer leadership and in amplifying the consumer voice at all levels of change. Victorian consumers, in response to national Productivity Commission Report, the National Mental Health Agreement and proposed changes to NDIS, require a place at national tables. The CEO will lead strategic positioning effort in this domain.

The CEO will provide leadership to the Lived Experience Workforce and to the broader consumer community and will lead by example ensuring that the diversity of consumer experience is recognised. The CEO will actively develop VMIAC's strategic partnership effort and build VMIAC's profile to achieve greater impact.

The CEO is also responsible for growing VMIAC as an organisation that is here to make a difference today and tomorrow. The CEO is responsible for building a strong and dynamic leadership group; an organisation culture in which lived experience staff thrive, and a membership that are engaged, supported and empowered. The CEO will have a commitment to diversity and equality within the workplace and lead organisation development and innovation. The CEO works closely with VMIAC Committee of Management on strategy and policy and is expected to be fully accountable through the Chair.

The CEO will be supported by the Deputy CEO and Corporate Services Manager.

### **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 the most senior leadership level.

### **ESSENTIAL SELECTION CRITERIA:**

- Experience as a CEO or in a senior leadership role with substantial delegations;
- Knowledge of the mental health service system and reform agenda;
- Excellent communication and representational skills;
- Demonstrated capacity to think and act strategically;
- Demonstrated experience and expertise in organisation development and innovation;
- Demonstrated capacity to grow effective (leadership) teams and inspire teamwork;
- Demonstrated understanding of good governance and the CEO role;
- Full understanding of compliance, legal and reporting requirements of a not for profit funded by government;
- 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; and
- A current Victorian Driver's Licence and willingness to travel for work purposes.

### **Desirable**

- Knowledge and background in advocacy;
- Knowledge of a membership-based organisation; and
- Knowledge of the lived experience workforce.

### **Position requirements and remuneration**

- 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 and will be expected to negotiate and work to an annual performance/achievement plan; and
- An attractive remuneration package and generous professional development opportunities are offered for this role. Support for relocation may be negotiated for the preferred candidate.

## **KEY RESPONSIBILITIES**

### **Strategy and planning**

- Co-develops and oversees the strategic plan of the organisation with the Committee of Management;
- Provides balanced and timely strategic advice to the Committee of Management;
- Oversees and signs-off on all operational level program and business plans;
- Oversees and signs-off on communication and other plans to achieve influence;
- Leads growth and budget planning;
- Oversees planning for new initiatives;
- Plans for organisation development and change; and

- Oversees facility and capital works planning

### **Representation and partnerships**

- Represents VMIAC at the highest levels and delegates responsibility for other representational roles;
- Meets with members and stakeholders on a regular basis;
- Leads VMIAC's strategic partnerships and maintains oversight of all formal partnerships and collaborative ventures; and
- Represents VMIAC to funders.

### **Promotion and events**

- Ensures VMIAC is well promoted in the right places at the right times;
- Oversees the VMIAC calendar of events (including conference, awards, AGM);
- Identifies and captures opportunities to promote VMIAC and our policy positions; and
- Approves VMIAC brand ensuring it is mission-aligned and contemporary.

### **People and culture**

- Appoints to leadership roles and builds a skilled, collegiate and effective leadership group;
- Provides support and supervision to senior staff on a regular basis, and conducts annual performance reviews;
- Designs, grows and maintains an organisational culture that is trauma-informed and inclusive, inspires best practice and promotes mutual accountability while supporting staff to thrive in professional roles;
- Ensures accountability, support and performance planning process are in place across the organisation;
- Designs and oversees organisation development and change processes;
- Promotes learning and reflection processes and a continuous improvement mindset across the organisation;
- Authorises, on a regular basis, culture surveys and other staff satisfaction and wellbeing measures; and
- Ensures workplace policy is comprehensive and up to date.

### **Program innovation and quality**

- Grows and innovates programs in accordance with VMIAC's mission and strategy;
- Oversees program/project design and codesign processes and implementation planning. Ensures, when necessary, programs/projects are effectively wound down;
- Ensures all programs and projects are underpinned by a theory of change or program logic, are effectively codesigned and regularly evaluated;
- Ensures all programs and projects that deal directly with consumers are safe;
- Provides guidance and support to the Deputy CEO in leading and developing individual advocacy, policy, research and membership programs;
- Ensures regular program reporting (internally); and
- Ensure accreditation requirements are met or exceeded.

**Compliance and reporting**

- Has a full and thorough knowledge of all compliance and reporting requirements impacting VMIAC, and delegates responsibility appropriately;
- Ensures full reporting on budget, performance and compliance to the Committee of Management, registration and funding bodies;
- Approves tenders and submission (within delegations) and ensures their quality and accuracy; and
- Ensures all necessary information is available for financial and accreditation audits.

**Workplace and systems**

- Provides oversight and design of a fit-for-purpose and contemporary workplace and workplace policy and procedures and information management systems;
- Provides approval of policy and user-friendly processes that effectively support program delivery and reporting;
- Effectively adapts the workplace to a hybrid model that allows for some work from home options;
- Ensures staff working in remote locations are well-connected, accountable and supported; and
- Ensures a safe and OH&S compliant workplace.

**Governance**

- Ensures the Committee of Management and its sub-committees are appropriately supported;
- Ensures Committee of Management papers are circulated in advance of meetings;
- Develops and provides business cases for initiatives requiring investment or prioritisation;
- Attends Committee meetings and sub-committees as required;
- Contributes to and participates in strategic planning and other governance development activities;
- Reports to the Committee of Management and provides informed and balanced advice as requested; and
- Coordinates induction processes.

**Support and development**

The CEO will be directed and supported through the Chair, and external supervision arrangements can be negotiated. The CEO is expected, and will be supported to, participate on a regular basis in professional development activities relevant to the role.

<b>PERFORMANCE APPRAISAL:</b>	At completion of probationary period and annually thereafter
<b>TRAINING:</b>	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 agree to work in accordance with the VMIAC Code of Conduct.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_