

RECRUITMENT INFORMATION PACKAGE

Mental Health Carers NSW (MHCN)

Mental Health Carers NSW Human Resources Administrator



MHCN the Peak Body for Mental Health Carers in NSW

recognised by

NSW Mental Health Commission and

NSW Ministry of Health

CONTENTS

1	RECRUITMENT PROCESS	2
2	ORGANISATION PROFILE	3
3	POSITION DESCRIPTION	4
	Role Description	4
	Duties and Responsibilities:	4
	Essential Criteria	5
	Desirable Criteria	5
	Mental Health Carer Lived Experience	5
4	ADVERTISEMENT FOR THE POSITION	6

1 RECRUITMENT PROCESS

- Position to be advertised through various media, commencing **Monday 19 October 2020**
- Applications to be submitted by email to MHCN Administration, at MHCNAdmin@mentalhealthcarersnsw.org
- Closing date for applications – 5pm, Wednesday 28 October 2020
- All applications will be acknowledged by email
- Applications should include a covering letter or email, a current resume or CV, and a statement addressing **all** Selection Criteria in a **separate** word document (see Position Description attached)

Applications will not progress to interview if all the selection criteria are not addressed

- If one applicant or more meet the selection criteria, the applicant(s) will be invited to attend an interview and will be given at least one week's notice of the time and date.
- Interviews will be conducted by a recruitment panel consisting of:
 - MHCN Chief Executive Officer,
 - MHCN Business and Organisational Support Services Manager,
 - MHCN Peer Trainer and / or
 - MHCN Network Register Project Manager
- Interviewees will be sent the interview questions at least 30 minutes prior to the interview.
- All interviewees will be asked the same set of questions, although the panel reserves the right to include set tasks to complete as part of the interview process and/or to ask additional clarifying questions if necessary.
- The panel will rank eligible applicants in order of preference.
- The panel will check references as provided by the selected applicants.
- The panel will confer to confirm its decision. The panel's decision is based on individual merit plus consideration of the written application, interview, and referees' comments.
- The successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person.
- All unsuccessful applicants will be notified in writing as soon as possible after the recruitment process is completed.

2 ORGANISATION PROFILE

Mental Health Carers NSW (MHCN)

<i>Type of organisation:</i>	Non-government organisation, registered charity, PBI status, DGR status, founded in 1974
<i>Funding sources:</i>	Mental Health Division, NSW Ministry of Health, Commission of NSW (MHC NSW), NDIA, donations and bequests
<i>Geographical focus:</i>	NSW
<i>Issue focus:</i>	The systemic advocacy and capacity development for families, carers and friends supporting someone with a lived experience of mental illness in NSW.
<i>Industry focus:</i>	Information, health promotion, capacity development, peer support, networking, advocacy

Contact details

Address:	Building C, Suite 2.02, 33 Saunders St, Pyrmont NSW 2009
Telephone:	02 9332 0777
Fax:	NA
Email:	MHCNadmin@mentalhealthcarersnsw.org
Our Website:	www.mentalhealthcarersnsw.org

MHCN Mental Health Carers NSW Inc

Mental Health Carers NSW (MHCN) is the peak body for people with lived experience as carers, family members or kinship groups of people living with mental illness in NSW. MHCN is a community based, non-government organisation that represents the voices of mental health carers in NSW so that they are heard in policy and service reform. We endeavour to empower mental health carers across the state to engage with mental health reform and advocacy processes and to build their capacity in care. MHCN's vision is for compassionate communities that value, include and respectfully support people with lived experience of mental illness; their carers, family members and kinship groups.

MHCN after an extensive review of its organisation and with funding provided by the NSW Mental Health Commission has identified the need for the development of a broader network and a deeper engagement with carers to achieve its strategic mission. Similar structures were also indicated to support the Lived Experience Network developed by the Commission to realise its mission under its governing principles in the Mental Health Commission Act 2012 and to assist the implementation of its Lived Experience Framework ('LEF') for mental health services across NSW.

The Commission has decided to approve the development of Lived Experience Network Register(s) for consumers (by Being) and carers (by MHCN). This has required review of existing roles and teams within MHCN and the development of new Position Descriptions to document them.

The MHCN Human Resources Administrator will assist with the maintenance of the currency of these PDs and with payroll, compliance and other related administrative matters.

The role will be reviewed at the end of the financial year, with strong (but not guaranteed) prospects for continuation.

3 POSITION DESCRIPTION

Human Resources Administrator

Position Description

October 2020

Organisation:	Mental Health Carers NSW Inc (MHCN)
Title:	Human Resources Administrator
Employment type:	Part time 1/2 day (4 hours) per week (additional hours by agreement)
Salary:	SCHADS Level 3 Pay Point 1 (SACS Grade 3 Year 1)
Duration:	October 2020 to 30 June 2021
Location:	Building C, Suite 2.02, 33 Saunders St, Pyrmont NSW 2009
Report to:	CEO and Business and Organisational Support Services Manager

About MHCN

Arafmi was founded in 1974 as the 'Association of Relatives and Friends of the Mentally Ill' and renamed to 'Mental Health Carers Arafmi NSW Inc.', commencing trading as Mental Health Carers Arafmi NSW (**MHCN**) in 2016 to align with our national body Mental Health Carers Australia and recovery-oriented language.

As the peak body for mental health carers in NSW, **MHCN** represents the interests of mental health carers in NSW, **MHCN** provides information and systemic advocacy on behalf of mental health carers. It regularly consults with carers across NSW to gain information on their opinions and experiences with the mental health system. **MHCN** uses the information gained in these consultations to provide feedback on policies and services on behalf of carers to the NSW Ministry of Health and to other government bodies.

By influencing changes in policy, legislation and service provision, **MHCN** aims to make a positive difference to the mental health system for carers and empower carers to become champions for mental health reform.

Role Description

This position will work predominantly within the **MHCN** Business and Organisational Support Services (BOSS) Team and will report directly to the **MHCN** CEO on Human Resources (HR) issues and to the Business and Organisational Support Services Manager on administrative matters including processing payroll. They will be responsible for assisting with **MHCN**'s management in adhering to the Award by providing advice as to the appropriate design and delivery of jobs, their appropriate grades and levels within the award and also for answering employee queries relating to their employment and raising issues with management on their behalf if discrepancies appear to require explanation or resolution.

Duties and Responsibilities:

Human Resources Advice

Work as part of the MHCN BOSS Team under the direction of the Business and Organisational Support Services Manager (in conjunction with the CEO) in accordance with MHCN processes.

1. HR administration

- a. issuing and filing relevant compliance documents, yearly compliance auditing and follow-up

- b. internal payroll support as needed
- 2. Drafting contracts, variation letters and other formal HR documents as needed
- 3. Understanding, explaining Award clauses, applying new pay grade rates or wage increases
- 4. Scheduling pay progressions
- 5. Position Description development advice and review
- 6. Assisting onboarding for students, students, volunteers, and employees
- 7. Advising policy interpretation and researching employee relations compliance issues for management
- 8. Policy interpretation and advice to staff on employee relations issues

Other:

- Act in accordance with the principles of mental health consumer / carer empowerment and inclusion
- Act in accordance with **MHCN** and CP's established policies and procedures
- Act at all times in accordance with the Disability Services Act 1993 and Privacy Act 2012
- Promote **MHCN**'s services and campaigns
- Report all hazards and near misses, incidents and accidents to management
- Exercise duty of care to clients, other staff and visitors to the Collective Purpose premises
- Generally contribute to the life and wellbeing of **MHCN** and all its constituents.

Essential Criteria

- Relevant qualifications in human resources of diploma level or equivalent or above that has relevance to practical human resources administration.
- Experience as a human resources administrator.
- High level of written, oral and computer communication skills, and the ability to communicate with a wide audience.
- Ability to work as an effective member of the **MHCN** team.
- Ability to meet work plan targets within designated timelines and manage competing timelines and priorities.
- Capably develop and maintain effective relationships with key stakeholders, management, Board and staff.
- Ability to provide high quality and timely compliance and policy advice on issues affecting MHCN employees.

Desirable Criteria

- Knowledge of legal and regulatory structures and policy frameworks and experience in the community services human resources sector.
- Strong understanding of **MHCN** organisation history and programs

Mental Health Carer Lived Experience

'Lived experience' as a carer or family member of a person with experience of mental illness would be an advantage in this role.



**MHCN Mental Health Carers NSW
Human Resources Administrator
Half-Day (4 hours) per Week – Immediate start**

We are seeking an enthusiastic and self-driven Human Resources Administrator (HRA) to assist the management and staff at Mental Health Carers NSW Inc., the peak body for the families and carers of people who experience mental illness in NSW. This job will report directly to the **MHCN** CEO on Human Resources (HR) issues and to the Business and Organisational Support Services Manager on administrative matters including processing payroll.

The HRA will be responsible for assisting with **MHCN** 's management in the design and delivery of jobs, their appropriate grades within the award and also for answering employee queries relating to their employment and raising issues with management on their behalf.

You will have diploma or above qualifications and experience in:

1. HR administration, including
 - a. issuing and filing relevant compliance documents, yearly compliance auditing and follow-up
 - b. internal payroll support as needed
2. Drafting contracts, variation letters and other formal HR documents as needed
3. Understanding, explaining Award clauses, applying new pay grade rates or wage increases
4. Scheduling pay progressions
5. Position Description development advice and review
6. Assisting onboarding for students, students, volunteers, and employees
7. Advising policy interpretation and researching employee relations compliance issues for management
8. Policy interpretation and advice to staff on employee relations issues

The position is 4 hours per week, with additional hours as agreed in busy periods. Working from home and the office will be required.

This position will be classified between SCHADS Level 3 PP 1 (G3 Y1) of the Social, Community Home Care and Disability Services Industry Award 2010 (SCHCADS).

Interested?

Prior to submitting your application, download the Recruitment Information Kit

or email or call Laura Knight, Business and Organisational Support Services Manager to request a package. As we are working from home, we are unable to answer calls however you can need to leave a voicemail requesting a package, with your contact details.

Applicants must address all the selection criteria to be considered.

Please send your completed application to Laura Knight, Business and Organisational Support Services Manager ASAP at:

MHCNadmin@mentalhealthcarersnsw.org

Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds. LGBTQI people and people with disabilities are strongly encouraged to apply.

Mental Health Carers NSW (MHCN)