



Position Description: Independent Chairperson – headspace Wonthaggi Consortium

Role title	Independent Chairperson
Location	headspace Wonthaggi
Approval	General Manager Operations
Date effective	February 2019

headspace is an exciting initiative funded by the Australian Government (Department of Health and Ageing) designed to improve health and wellbeing outcomes for young people (12 – 25 years). Using an early intervention approach, **headspace** utilises a “wrap-around” service model specifically to meet the needs of young people at risk of developing mental illness, substance use disorders or other issues.

The mission of **headspace** Wonthaggi is to improve the mental and social wellbeing of local young people through the provision of high quality early intervention services that are welcoming, friendly and supportive. These are delivered through the ‘hub’ at Wonthaggi and five ‘outposts’ in Cowes, Foster, Korumburra, Leongatha and Wonthaggi.

headspace Wonthaggi does this by:

- offering a range of integrated comprehensive services across four core platforms: primary health, mental health, drug and alcohol services and educational/vocational support,
- assisting young people to reconnect to their family/carer/friends and community,
- undertaking health promotion activities that increase community understanding of mental health and encourage help seeking behaviour in young people,
- engaging in community development initiatives that challenge the stigma of mental illness, encourage social inclusion and promote the well-being of young people,
- supporting the development of a more youth-friendly and mental health proficient workforce,
- undertaking advocacy to address issues affecting young people and effect service sector reform,
- underpinning our work with a commitment to youth participation – supporting young people to actively contribute to the development, implementation and evaluation of programs which affect their well-being conditions.

headspace Wonthaggi is made possible through the collaboration and contribution of a range of local service providers, led by Relationship Australia Victoria (RAV), forming the **headspace** Wonthaggi Consortium. The Consortium provides expertise, support and advice to the lead agency RAV and its representatives: Senior Manager Gippsland, RAV and the Centre Manager of **headspace** Wonthaggi.

To find out more about **headspace** visit <http://headspace.org.au/>. To find out more about RAV visit: <http://www.relationshipsvictoria.com.au/>.

Role Statement:

The Independent Chairperson will provide leadership to the Consortium, ensuring members work effectively together to best achieve the mission of **headspace** Wonthaggi.

This position collaborates closely with the Senior Manager Gippsland, RAV, the lead agency for **headspace** Wonthaggi. Administrative and executive support will be provided by the Senior Manager Gippsland, RAV and **headspace** Wonthaggi Centre Manager.

Location:

Consortium meetings are generally held in Wonthaggi or via teleconference.

Employment Status:

This is a **voluntary** position, supported by RAV, as lead agency of the **headspace** Wonthaggi consortium. Any travel costs you may have in doing this role will be reimbursed.

Tenure:

Two years (six month probationary period applies).

KEY RESULT AREAS:

1. Tasks and Responsibilities:

The tasks and responsibilities of the Independent Chairperson are detailed in the Memorandum of Understanding (MOU) – **headspace** Wonthaggi 2018, and includes:

Area	Tasks/ Responsibilities:
Professional work	<ul style="list-style-type: none">• Co-chair all meetings of the Consortium, including contributing to the development of the agenda.• Provide leadership to enhance the Group's effectiveness, ensuring the responsibilities of the Consortium are well understood and activities are within the Group's MOU.• Ensure meetings focus on the strategic and advisory role as defined in the Group's MOU.• Advocate for and represent headspace Wonthaggi as required.
Capability management, development and practice	<ul style="list-style-type: none">• Ensure that members operate in an ethically, environmentally and socially responsible fashion.• Ensure Consortium workload is shared between all members.
Continuous improvement	<ul style="list-style-type: none">• Instigate a Consortium performance review annually.
Policies, procedures and systems	<ul style="list-style-type: none">• Ensure the Consortium conducts its work effectively and efficiently, including formation of sub-committee structure and composition, scheduling and management of meetings.• Ensures the Consortium adheres to headspace Wonthaggi policies and procedures.
Other	<ul style="list-style-type: none">• Identify opportunities to establish links with the business community who have an interest in youth health and wellbeing skills.

2. RELATIONSHIPS

The position holder will be required to develop and maintain positive and effective working relationships with a broad range of people and organisations. They must positively represent **headspace** to the public, community, government and other organisations.

Key collaboration/relationship:	Senior Manager Gippsland
Internal Relationships:	RAV Senior Management Team headspace Wonthaggi staff and allied health RAV staff Youth Advisory Group Family and Friends Reference Group
External Relationships:	Young people, their families and friends that access the Centre headspace National Office staff Gippsland Primary Health Network staff Consortium partner organisations and staff Local youth, health and community service providers, schools and staff Other headspace centre staff Government departments, ministers and staff Other external partners, vendors, providers and key stakeholders

KEY PERFORMANCE INDICATORS (KPI)

- KPIs include:
 - I. *Key Results Area 1.*
Effective completion of 'Tasks and Responsibilities' set out in section listed above.
 - II. *Key Results Area 2.*
Meeting the expectations set out in the 'Relationships' section listed above.
 - III. Compliance with **headspace** Wonthaggi policies and procedures.

KEY SELECTION CRITERIA – Independent Chairperson

Experience

Essential

- Demonstrated leadership experience.
- Experience as a Chairperson in a range of different roles.
- Preparedness to provide effective mentorship to Co-chair (youth representative).

Knowledge and Skills

Essential

- Sound knowledge of corporate and clinical governance requirements and processes.
- Have a collaborative style for decision making.
- Demonstrated interest in the health and wellbeing of young people.

Desirable

- Communications skills including media liaison experience.
- Knowledge of community based organisations.

Personal Attributes

- Passionate about working with young people and committed to their health and wellbeing.
- High-levels of professionalism, confidentiality and discretion.
- Ability and commitment to continuous learning.

- Strong work ethic.
- Adaptability and flexibility to changing work environments and requirements.
- Reliable and results focussed.

WORKPLACE POLICIES AND PRACTICES

All **headspace** Wonthaggi employees, contractors and volunteers are required to familiarise themselves with the organisation’s policies and procedures and to abide by them at all times.

It is expected that at all times employees, contractors and volunteers will:

- be respectful towards the organisation, colleagues, clients and the general public.
- support the headspace vision and objectives and demonstrate the values of headspace.
- take reasonable care for their own health and safety, and that of others in the workplace.

The position holder must also:

- maintain a current Working with Children Check, as per the Victorian legislation.
- undergo a current and satisfactory National Police Check.
- maintain eligibility to work and/or volunteer in Australia.
- participate in a six-month probationary period.
- meet with the Senior Manager Gippsland, once during the first three months of doing the role to discuss how it is going. It is an opportunity to make sure that the role is working for you and **headspace** Wonthaggi.

RAV Values:

INCLUSIVITY	Treating all people equally.
RESPECT	Treating everyone with respect.
INTEGRITY	Behaving with integrity in all our dealings.
TRANSPARENCY	Being open and honest in our communications.
ACCOUNTABILITY	Using our resources responsibly.
EFFECTIVENESS	Providing high quality, effective services and maintaining the highest professional standards.
ADAPTABILITY	Proactively responding to change to meet the needs of the community.