

Position title	Independent Chair; headspace Katherine Consortium	Reference	hsK
Reporting to	Centre Manager	Location	Katherine
Division	Mental Health	Section	headspace Katherine
Approved	Executive Manager Mental Health	Date	October 2020
Comments:			

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

You will provide independent leadership to the headspace Katherine Consortium. headspace Katherine aims to be highly accessible, youth friendly and an integrated service that responds to mild to moderate mental health, general health, alcohol and other drug and the vocational concerns of young people 12 – 25 years of age. headspace Katherine aims to provide specialist mental health treatment as well as improving mental health outcomes by reducing help-seeking barriers and facilitating early access to services that meet the holistic needs of young people.

In order to promote and achieve the headspace objectives, the headspace Katherine Consortium was founded to provide strategic direction and support to the headspace Katherine service. The Consortium is a face to face gathering of representatives from a range of adolescent, mental health and/or health related services within the Katherine region.

The role of the Chair is to provide independent leadership to the headspace Katherine Consortium. The Chair will be appointed for one year, with the option to extend should both parties be satisfied. The Chair may only hold the position for three consecutive years.

This position will be committed to the mission and embody the values of Anglicare NT and support core business by providing service, guidance and advice within the position's specialty area.

Selection Criteria

Position Specific Requirements

1. A thorough understanding of, experience in and passion for youth mental health.
2. An understanding of the Northern Territory health system and issues faced by young people experiencing mental health concerns.
3. Advanced minute taking and report writing (including word processing) skills.
4. Prior experience or at a minimum commitment to working respectfully with Aboriginal and culturally and linguistically diverse young people, families, communities, staff and Aboriginal Controlled Health Organisations.
5. Highly effective people management, time management and meeting facilitation skills.

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
3. Northern Territory Working with Children Clearance (Ochre Card).
4. National Police Criminal History Report (less than three months old) with acceptable outcome.
5. Ability to meet 100-point ID and additional visa / overseas work compliance measures.
6. Northern Territory Driver's Licence.
7. First Aid Certificate (or willingness to obtain within agreed timeframe)

Key Responsibilities

1. Meeting Facilitation

- The Chair will work closely with the headspace Katherine Centre Manager. Additionally, where possible and required to seek input from other headspace Katherine staff and Clinical Manager regarding agendas, minutes and other key pieces of information.
- Convene the annual Consortium planning meeting of approximately 3 hours by supporting members to identify key priority areas for the year. Convene an additional 3 general meetings per year, approximately 2.5 hours each, in relation to the identified priority areas identified and in accordance with the headspace Model Integrity Framework.
- Demonstrate highly effective people management skills and meeting facilitation skills; with a focus on providing a highly inclusive and safe space for all members, including young people, family/friends who attend Consortium meetings to share their perspectives.
- Effectively and respectfully communicate with all Consortium members, share resources and information and act on the directions of the Consortium by maintaining the focus on the key priority areas.
- Ensure meetings focus on the provision of culturally safe and appropriate care.

2. Administration

- Prepare agendas, record minutes of meetings and disseminate information to all Consortium members as required.
- Ensure that resources and information in relation to Consortium meetings is shared with Consortium members in a timely manner.
- Ensure venue booking, time and location of all Consortium meetings are shared with Consortium members in a timely manner.

3. Independent Leadership

- The Chairperson will act honestly and exercise due care and diligence and will convene all meetings in an impartial manner. The Chair will not hold any decision-making powers on the behalf of headspace Katherine or Consortium members, however, will provide leadership and structure in relation to the flow of proceedings at all Consortium meetings.
- The Chair will be independent of the NT PHN, Anglicare NT and other Consortium members. The Chair should be a positive contributor and highly regarded role model to the wider Katherine community.
- The Chair will support members of the Consortium to understand and fulfil their roles and responsibilities in line with the headspace Katherine Terms or Reference while also building the skills and capabilities necessary for the Consortium to fulfil its obligations and functions in line with the key priority areas.
- The Chair is not responsible for making public or media statements or managing stakeholder communications and relationships purporting to be on behalf of headspace Katherine. The Chair will refer such matters to headspace Katherine Centre Manager.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).

This position has no direct reports.