

## WayAhead Chief Executive Officer V2

### Position Description

June 2021

<b>Organisation:</b>	<b>WayAhead</b> Mental Health Association NSW Ltd.
<b>Title:</b>	Chief Executive Officer
<b>Employment type:</b>	Full time
<b>Salary:</b>	
<b>Location:</b>	Pyrmont NSW
<b>Report to:</b>	<b>WayAhead</b> Chairperson and Board of Directors
<b>Direct Reports</b>	<b>WayAhead</b> Managers

### WayAhead – Mental Health Association NSW

The WayAhead- Mental Health Association NSW is a non-government organisation with the mission to work in partnership with others to address stigma and to promote mental health and wellbeing through education, support, and advocacy.

We provide information, support and education to people who are affected by mental illness, or who seek to improve their emotional wellbeing. The organisation provides support, information, and referrals to people with a mental illness, their families, and carers through our information lines or through our WayAhead database.

We coordinate several support groups for people with anxiety as well as coordinate unique health promotion campaigns and projects, including Mental Health Month, Perinatal Depression & Anxiety Awareness Week, Small Steps Program, and the WayAhead Workplaces project.

WayAhead is the lead partner in Collective Purpose (CP). CP is a collaboration between 5 community managed organisations, sharing office space, technology, WH&S and wellbeing and other collaborative opportunities.

WayAhead receives the bulk of its funding from the Ministry of Health.

### Role Description

- To implement the strategic goals and objectives of WayAhead-Mental Health Association NSW Ltd. either directly or through delegated authority.
- Enable the Board of Directors to fulfil its governance function and to act as the Organisation's Company Secretary.
- Give direction and leadership towards the achievement of the WayAhead's Vision, Purpose, Values, Values and Goals.

## Duties and Responsibilities

### 1. Board of Directors- Administration and Support

Supports operations and administration of the Board by advising and informing Board Directors; provide an interface with Board and staff and provide oversight of all governance functions. Ensures all board papers are prepared and distributed to all board directors prior to board meetings. Ensures minutes of all board meetings and any sub-committee meetings are written up and distributed prior to the next board or subcommittee meeting. Ensures all legislative requirements related to good governance are carried out within the legislative timeframe, with particular attention to ASIC, ACNC and ATO. Organises WayAhead's Annual General Meeting with particular attention to the requirements outlined in the WayAhead Constitution and related policies.

### 2. Program, Project, and Service Delivery

Oversees the operations of WayAhead, including the design, marketing, promotion, delivery and quality of programs, projects, and services.

### 3. Financial, Risk and Facilities Management

Oversees the development of the annual budget and presents the budget for Board approval prior to the start of each financial year. Prudently manages the WayAhead's resources within budget guidelines and according to relevant laws, legislation, and regulations.

### 4. Human Resource Management

Effectively oversees the human resources of WayAhead according to approved personnel policies and procedures that fully conform to relevant laws, legislation, and regulations. Directly supervises managers and oversees the supervision provided by those Managers to staff that directly report to them. Participates or oversees WayAhead's Performance Development Program Review of all WayAhead's position descriptions in consultation with relevant staff.

### 5. Community and Public Relations

Assures WayAhead and its vision, programs, projects, and services are consistently presented in a strong, positive image to relevant stakeholders. Ensures that WayAhead provides a strong voice in health, welfare, legal and social reforms.

### 6. Income Generation/Fundraising

Oversees income generation & fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and ensuring records and documentation are completed.

### 7. Reporting

Oversees the production of the annual report to members and the quarterly and annual report to the Mental Health Branch, NSW Health. This includes reporting to other funders when required under contract. Ensure familiarity with, and adherence to, relevant funding bodies guidelines.

### 8. Compliance

Ensures that WayAhead's Policies and Procedures are regularly reviewed according to industry standards, and that new policies are developed when gaps are identified. Monitor the organisation's compliance with the requirements of Ministry of Health and any other funding body. Identify any gaps with WayAhead's compliance and address those gaps.

#### **9. Quality Review**

Engages with WayAhead's quality review process, implementing the quality improvement cycle across WayAhead and ensuring that it is occurring according to agreed timeframes. Submits regular reports about the QI process to the Board. Contributes to WayAhead's evaluation and review processes.

#### **10. Team and Personal Development:**

Agrees to and delivers annual role KPIs that align to and meet WayAhead's Strategic and Operational Plans. Develops and agrees to professional and wellbeing development goals that supports the role, staff KPI's and a culture of learning. Actively engages in WayAhead's designated professional, personal and wellbeing training and show active leadership in learning and wellbeing.

#### **11. General Responsibilities**

- Act in accordance with the principles of consumer empowerment and inclusion
- Act in accordance with WayAhead's established policies and procedures,
- Participate in regular staff meetings and other meetings of WayAhead.
- Promote WayAhead's services and the benefits of WayAhead membership and encourage people to be involved in its activities.
- Report all hazards, near misses, incidents and accidents to the HR Manager and record in the book established for this purpose.
- Exercise duty of care to other staff and visitors to the premises
- Generally, contribute to the life and wellbeing of WayAhead and all its constituents.

### **Selection Criteria**

#### **Essential Criteria**

- Relevant tertiary qualifications
- Professional and leadership experience gained in a community managed organisation (CMO) and/or government and/or corporate and/or philanthropy.
- Strong people skills that support and develop teams and excellent communication skills with a wide variety of audiences.
- Track record of managing government contracts and capacity to manage all reporting and legal requirements of CMOs.
- Embrace change and have the capability to implement effective change management.
- Strategic thinker with an ability to recognise opportunities.
- Represent WayAhead and advocate at all levels.

#### **Desirable Criteria**

- Experience supporting or participating in not-for-profit boards.
- Previous experience working in the mental health sector.
- Proven experience in submitting successful funding applications.
- Experience in generating income other than government grants.
- Demonstrated experience in developing policy on mental health and/or related issues.