

## Position description

<b>Position</b>	Executive Manager   Mental Health and Wellbeing		
<b>Purpose</b>	Provide leadership and oversight for areas of program responsibility including mental health, alcohol and other drugs, First Nations and other priority communities, Communications and Engagement, enabling effective performance in line with the organisation's strategic direction		
<b>Approval date</b>	20 June 2023	<b>Approved by</b>	Libby Dunstan

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- be informed and led by community voice
- re-orient the health system toward care close to home
- build capacity of providers to meet health needs of our region
- an accountable and high performing organisation.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works as effectively as possible to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.



[www.brisbanenorthphn.org.au](http://www.brisbanenorthphn.org.au)

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## **Role-specific**

- in collaboration with the CEO and Board, identify and influence the formation of government and other programs and policies, whether existing or new, in line with the community's relevant needs
- take a lead on key external stakeholder engagement and partnership building, particularly with the mental health, suicide prevention and drug and alcohol sector
- facilitate the achievement of all program and project objectives delivered by the Mental Health, Suicide Prevention, Alcohol and Other Drugs, Flexible Funds and After Hours (CALD/Homelessness) programs and ensure their alignment with the organisation's strategic vision, KPIs and budgets
- oversee the organisations overall communication and engagement strategy
- provide organisational leadership on the commissioning process, including procurement and contract management of commissioned services
- provide effective coaching, mentoring and professional development to direct reports; apply appropriate recruitment, induction and performance management principles which comply with our policies and procedures.

## **Executive Management**

- as part of the Executive team, develop and implement the organisation's strategic plan and internal operational planning processes, contributing towards the achievement of the plan and organisational vision
- as part of the Executive team, operate with a high level of autonomy and responsibility to help shape and influence the culture, capability and success of the organisation, including achieving better integration and communication across teams
- identify, build and maintain excellent relationships with key stakeholder and partner organisations to influence system reform and strategically align the PHN in the context of the local health environment.

## **General**

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by the CEO and relevant funding bodies
- deal with sensitive information in a confidential and professional manner.

# **Reporting relationships**

## **Relationships**

Reports to: CEO

Direct reports: Manager | Priority Communities; Manager | Mental Health Reform; Manager | Communications and Engagement

## **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 1 – Executive Managers

## **Key selection criteria**

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### **Qualifications and experience**

- knowledge and experience of the mental health, suicide prevention and/or alcohol and other drug treatment sectors
- significant experience at a senior management level, including high level strategic thinking and planning skills
- experience in, or knowledge of, leading, developing and/or implementing organisational communications and engagement strategies (desirable)
- tertiary qualifications in a related field, or comparable professional experience
- a track record in organisational capability building and in leading and managing high performing teams
- excellent interpersonal and communication skills with the ability to motivate, influence and gain commitment
- ability to network and engage with a diverse range of stakeholders at a senior level
- proven experience in the development, implementation and evaluation of strategy, policy and programs.

### **Capabilities**

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

### **Other**

A current driver's licence is desirable and use of a personal vehicle may be required. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)