

<b>Position title</b>	Independent Chair; headspace Katherine Consortium	<b>Reference</b>	hsK
<b>Award &amp; Classification</b>	Award: TBC Level: TBC	<b>Reporting to</b>	Centre Manager
<b>Location</b>	Katherine	<b>Cost Centre</b>	3403
<b>Section</b>	Mental Health	<b>Program</b>	headspace Katherine
<b>Approved</b>	Jade Gooding	<b>Date</b>	March 2019

## Agency Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our values of Integrity, Fairness, Respect, Community and Hope are demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

## 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 Consortium has two main purposes:

1. To outline priority areas and advise regarding the strategic direction of the headspace Katherine service;
2. To create a network to discuss youth mental health issues within the Greater Katherine region, to identify gaps and provide leadership to share and discuss ideas on how to meet these needs.

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.

You will uphold the values of Anglicare NT and provide quality services within the scope of the position and associated delegations.

## 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.
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 Requirements

1. Demonstrated commitment to working respectfully with Indigenous and culturally and linguistically diverse clients, communities and staff.
2. Demonstrated capacity and willingness to adhere to legislation, Anglicare NT 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. Northern Territory Driver's Licence.
6. First Aid Certificate (or willingness to obtain if required).

## Key Accountabilities and 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 Chair person 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.

### **Other Duties and Requirements**

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to Anglicare NT delegations, policies and procedures and general conditions of employment.
- Model Code of Conduct by working cooperatively and effectively with clients, colleagues, management and external stakeholders.
- Comply with funding contracts, operational guidelines, budgets, approved work plans, data collection, reporting requirements and task directives.
- Comply with Anglicare NT's WHS requirements – remain vigilant about the potential for client / customer related behavioural risks and contribute to a safe working environment.
- Support organisational activities linked to Anglicare NT's Reconciliation Action Plan (RAP) including undertaking Aboriginal and Torres Strait Islander cultural competency training.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with team members to address service improvement requirements resulting from client complaints, stakeholder feedback and / or internal or external evaluation processes.
- Keep up to date (read) with emails, staff meeting records, AngliShare (intranet) updates and maintain your knowledge of policy and procedures.
- Contribute to organisational planning and review days, promotional activities, key events and quality improvement and accreditation processes as required.
- Participate constructively in supervision, performance reviews, professional development and training as required.
- Maintain attendance, leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as directed from time to time within skill set, knowledge and scope of practice.

**Delegation of Authority**

Expenditure, Operational / Administrative, Personnel, Management and Legal – as per current Delegation of Authority Schedule (endorsed by the Board and periodically updated).