

RECRUITMENT INFORMATION PACKAGE

Chief Executive Officer



(NSW Consumer Advisory Group – Mental Health Inc. t/a BEING)

BEING is part of



The Collective Purpose in collaboration with



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1. RECRUITMENT PROCESS

1. Position to be advertised through various electronic media, commencing **10th July 2017**.
2. Applications to be submitted by email to Cecilia Rais, Human Resources Manager, at cecilia.rais@collectivepurpose.org.au
3. Closing date for applications – Close of business, **1st August 2017**.
4. All applications will be acknowledged by email.
5. Applications should include a cover letter or email, a written application addressing **all** Selection Criteria in word format (as specified in the attached Position Description), contact details for 3 work related referees and a current resume or CV attached.

Applications will not progress to interview if all the selection criteria are not addressed in a separate document.

6. Selected applicants will be invited to attend an interview. Interviews will be held on the 14th August 2017 at our office in Woolloomooloo.
7. Interviews will be conducted by a recruitment panel consisting of:
 - o The Chairperson of BEING Board of Trustees
 - o 1 other Member of BEING Board of Trustees and
 - o An external independent representative
8. The interviews take approximately 1 to 1 ½ hours which will be conducted in 3 sections:
 - a) Interviewees will be asked the same set of questions which will be given to them 15 minutes prior to meeting the panel.
 - b) Interviewees will have a 30-40 minutes face to face interview with the panel.
 - c) Interviewees will be asked to submit a written exercise after meeting the panel. They will be given 20 minutes to complete this task.
9. The panel reserves the right to ask additional clarifying questions if necessary.
10. The panel will rank eligible applicants in order of preference.
11. The panel will confer to confirm its decision. The panel's decision is based on individual merit, taking into account the written application, interview and also pending referees' comments.

12. Referee checks will only be conducted on the higher ranked applicants.
13. In the event that one or more referee check raises questions, the panel will re-convene and discuss strategies.
14. Pending referee checks, the successful applicant will be offered the position. If they decline, the position will be offered to the next ranked person if appropriate.
15. All unsuccessful applicants will be notified in writing as soon as possible after the successful applicant accepts the offer of employment.

2. ORGANISATION PROFILE

BEING

<i>Type of organisation:</i>	Non-government organisation, registered charity
<i>Funding sources:</i>	Mental Health Commission of NSW (MHC NSW) and other non-government organisations
<i>Geographical focus:</i>	NSW
<i>Issue focus:</i>	Consumer participation and systemic advocacy from a consumer focus
<i>Industry focus:</i>	Mental Health

General Contact details

Address: Level 5, 501 / 80 William St, Woolloomooloo, NSW 2011

Telephone: 02 9332 0200

Fax: 02 9339 6066

Email: info@being.org.au

Website: www.being.org.au

BEING

BEING is the independent, state-wide peak organisation for people with a lived experience of mental illness (consumers). We work with consumers to achieve and support systemic change.

BEING receives core and project funding from the Mental Health Commission of NSW.

Vision

BEING's vision is for all people with a lived experience of mental illness to participate as valued citizens in the communities they choose.

Principles

- Principles of recovery underpin all our work
- Recognition of the importance of a holistic approach
- Collaboration and team work
- Flexibility, responsiveness and innovation
- Consultative and participatory processes that have consumers at the centre
- Promoting equity and positive images to address discrimination and prejudice
- Accessible and approachable for all
- Promotion of professionalism and quality practice

Strategic Goals

OUR STRATEGIC GOALS	THE RESULTS WE WILL SEE
GOAL 1. SYSTEMIC IMPACT and INFLUENCE.	<ul style="list-style-type: none">• Positive changes in NSW policy, systems and services for people with the lived experience of mental illness.• Demonstrable impact on understanding of mental health consumer views in services, workplaces and the community.
GOAL 2. PROFILE & RECOGNITION.	<ul style="list-style-type: none">• Recognised widely as the lead organisation for mental health consumer views in NSW.• High consumer membership and participation
GOAL 3. INNOVATION & BUILDING CAPACITY.	<ul style="list-style-type: none">• Being has registered RTO status• Individual consumer, service provider and organisational capacity built through effective training and advisory services.• Stronger consumer workforce with a holistic recovery focus
GOAL 4. ROBUST & SUSTAINABLE ORGANISATION.	<ul style="list-style-type: none">• Thriving, resilient organisation with strong governance and efficient systems.• Secure diversified funding that matches operational needs and supports growth.

Advocacy and Projects:

Advocacy is a core BEING function. Examples of activities include:

- Feedback & advice to parliamentary committees and other policy makers on draft policy & initiatives
- Supporting consumers to participate in committees and some staff committee representation work
- Research reports

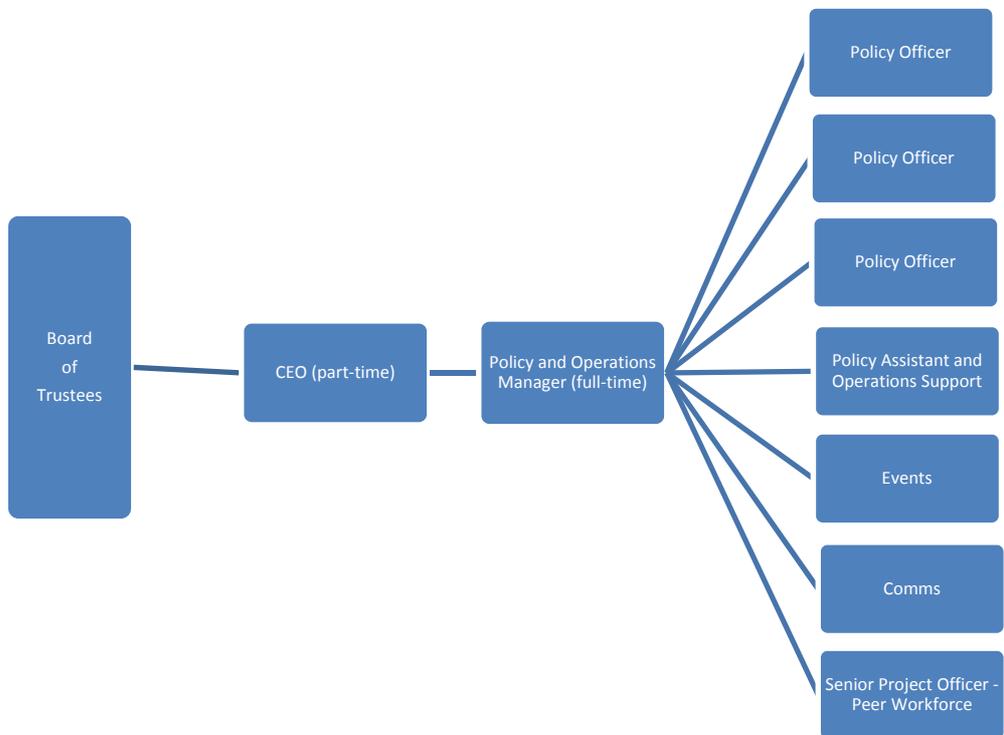
Examples of current and recent projects:

- Into the Light – An Arabic Resource In Psychological Health
- Consumer Journeys Project
- Consumer Workers Forums

Other key BEING activities:

- Recovery Conference
- Recovery in Art Exhibition
- Systemic advocacy training

BEING Organisation Chart



3. JOB DESCRIPTION

Chief Executive Officer Position Description May 2017

Organisation:	<i>Being</i>
Title:	Chief Executive Officer
Employment type:	Part-time (3 days per week / 50 hrs per fortnight) 2 year Fixed-Term contract with option for extension dependant on review of organisational needs and structure.
Salary and Award	\$115,000/annual pro rata + leave loading + car space + 9.5% superannuation Social, Community, Home Care and Disability Services Industry Award (SCHCADS) 2010 - Level 8 (Above award)
Location:	Level 5, Suite 501/80 William Street Woolloomooloo NSW 2011
Report to:	The <i>Being</i> Board of Trustees
Supervises:	This role has only direct report – Policy and Operations Manager

About *Being*

Being is the independent, state-wide organisation for people with a lived experience of mental illness.

Being's vision is for all people with a lived experience of mental illness to participate as valued citizens in the communities they choose.

Being's purpose is to ensure that mental health consumer views are heard by policy makers, service providers and the community, through promoting consumer participation in relevant policy making and service development decisions.

We work with people with lived experience to achieve and support systemic change.

Being receives core and project funding from the Mental Health Commission of NSW.

Role description:

The Chief Executive Officer (CEO) of *Being* is responsible for overseeing the successful operations of the organisation and working closely with the Board in implementing *Being's* vision and strategic goals.

The key functions of the position are to:

- Implement the strategic goals of *Being* either directly or through delegated authority
- Give direction and leadership towards the achievement of the organisation's vision, strategy, goals and objectives
- Ensure the governance structures and policies are in place to support the operations of the organisation and manage risks
- Support the Board of Trustees to fulfill its governance function

Duties and Responsibilities:

The key duties of the position are to:

- Lead the organisations stakeholder engagement. Building strong relationships with people with lived experience, governments, NGOs, PHNs and other strategic partners in the interests of improving services, communities and lives from the perspective of people with lived experience.
- Provide leadership in the representation, promotion and advocacy of the interests of people with lived experience of mental illness and *Being* in all relevant forums, including government, non-government sector, and in a variety of formats.
- Oversight the development and implementation of *Being* media, position and policy statements, ensuring that *Being* provides a strong voice from the perspective of people with lived experience of mental illness.
- Oversight of the financial obligations of the organisation including all grant and funding contracts and agreements. The CEO would ensure the successful completion of projects including meeting agreed key performance indicators and required reports to funding bodies.
- Oversight of the management of *Being* according to relevant laws, legislation and regulations including: development and oversight of administration of all budgets; management of resources within budget and according to policy and procedure; ensuring adequate financial records are maintained; production of all necessary reports; and management of funding submissions.

- Oversight of the management of the operations of *Being* through the Policy and Operations Manager according to policies and procedures that conform to relevant laws, legislation, and regulation.
- Provide information, support and advice to the Board of Trustees to assist them to achieve their governance functions.
- Oversight of organisational governance requirements, risk management, and operational planning, ensuring that *Being* operates effectively and efficiently.
- Other tasks or duties consistent with the CEO role.

Selection Criteria:

Essential Criteria

1. Demonstrated experience in high level strategic management.
2. Demonstrated leadership and staff supervision experience.
3. Demonstrated capacity to manage reporting and legal requirements for a non-government, not for profit organisation, managing various funding contracts and tenders.
4. Demonstrated ability to effectively manage budgets and understand organisational finances in line with legislation, policy and procedures and contracts.
5. Demonstrated understanding of the systemic issues that can affect people with a lived experience of mental illness and the proven ability to engage in advocacy work to address these issues including, public speaking, high level committee representation, and written advocacy work such as policy submissions, media releases and electronic media.
6. An ability to draw on personal experience of mental illness to build trust, increase knowledge and understanding, and provide an inspirational and example to others¹.
7. Superior understanding of the mental health sector in NSW and demonstrated knowledge of state and federal government structures, processes, systems and operations.

¹ As the leader of the state-wide consumer peak it is imperative that the CEO is a person who publically identifies as having a lived experience of mental illness.

8. Proven stakeholder management skills including ability to liaise effectively with a diversity of stakeholders, including people with lived experience, service providers, government departments and policy makers, and manage competing interests and to positively promote the profile of an organisation.
9. Demonstrated commitment to principles of social justice, sound knowledge of the vision, values and strategic goals of *Being* and demonstrated understanding and commitment to principles of consumer participation.
10. Excellent interpersonal written and verbal communication skills.
11. Excellent time management skills, including overseeing multiple projects, managing competing demands and a demonstrated ability to work independently.
12. Proven experience or capacity to work effectively with a Board of Management.
13. Strong computer skills, including the use of MS Office suite – Word, Excel, Outlook, PowerPoint.
14. Tertiary qualifications related to social policy, health, welfare and/or business management.

Desirable Criteria

1. Proven experience in procurement processes through submitting successful funding applications and tenders.
2. Experience or key involvement in co-design of services, planning processes or policy.
3. Demonstrated research skills.
4. Journalism and media experience.

Conditions of employment are as detailed in the Social, Community, Home Care & Disability Services Award (SCHCADS), a copy of which is available in the workplace.

Being is an employer of choice and a flexible workplace that also offers other above award conditions.

5. ADVERTISEMENT FOR THE POSITION



BEING IS LOOKING FOR CHIEF EXECUTIVE OFFICER

Being is currently seeking a new CEO to lead *Being* to a new level of sustainable growth and success working with the *Being* team and other people with lived experience of mental illness to achieve and support systemic change.

This role will suit a candidate who has a lived experience of mental illness, strong strategic and governance skills and a commitment to serving the interests of mental health consumers.

If you are a motivational leader and want to work with people to improve, services, communities and lives, don't wait and apply now!

This role is part-time 3 days per week for a contract of 2 years. Salary is equivalent to \$115,000/annual pro rate + leave loading + car space + 9.5% superannuation (above Award – SCHCADS Level 8).

BEING is an employer of choice and a flexible workplace that also offers other above award conditions.

Closing date for applications – Close of business, **Tuesday 1st August 2017**. Interviews will be held on Monday 14th August 2017 at our office in Woolloomooloo.

[Click here to visit Being website to access the Recruitment Information Package.](#)

(which includes the position description and selection criteria)

For more information about the role please contact our HR Manager, Cecilia Rais on cecilia.rais@collectivepurpose.org.au or 9332 0241 or Maureen O'Keefe on maureen.o'keefe@collectivepurpose.org.au or 9332 0244 who will connect you with the allocated Board member who will be taking enquiries about the role.

Please send your completed application as per instructions in the Recruitment Information Kit to Human Resources Manager, Cecilia Rais at cecilia.rais@collectivepurpose.org.au.

You must address all the selection criteria in a separate document for your application to be considered.

To know more about BEING's work please go to www.being.org.au.