

RECRUITMENT INFORMATION PACKAGE

EXECUTIVE SUPPORT OFFICER – PART-TIME



(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

PLEASE ENSURE TO READ THE FULL RECRUITMENT PROCESS LISTED BELOW.

1. Position to be advertised through various electronic media, commencing **Friday 17th August 2018**.
2. Applications to be submitted by email to Cecilia Rais, Human Resources Manager, at jobs@collectivepurpose.org.au
3. Closing date for applications – Close of business, **Friday 7th September 2018** at 5:00pm.
4. All applications will be acknowledged by email.
5. Applications should include a cover letter or email, a separate written document 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.
7. Interviews will be conducted by a recruitment panel.
8. The interviews take approximately 40 minutes to conduct.
9. All interviewees will be asked the same set of questions, although 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>	Engagement, participation and systemic advocacy for and with people with lived experience
<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, NSW peak organisation for people with a lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues and emotional distress are heard by decision makers, service providers, and the community. With a long-standing history of operation, Being is in a unique position to influence NSW policy, legislation, and service delivery, to improve the outcomes for the communities we serve by providing advice to the mental health sector on people's views and experiences of the way mental health services are delivered. We support people to advocate and provide input into decision making at all levels through a co-design process and peer-led activities.

Being has a strong focus on human rights, and as such advocate for the rights of people with mental health issues and emotional distress to live and participate in the communities they choose.

We are a value based organisation whose work is underpinned by Recovery-Oriented and Trauma-Informed principles including respect, social justice, and transparency, and a belief that recovery is possible for every individual.

Being engages with their members, Government, Community Managed Organisations, and the community through the provision of resources and information, consultations and submissions, research and evaluation, and education and training.

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

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 past and current work:

- Into the Light – An Arabic Resource In Psychological Health
- Consumer Journeys Project
- Consumer Workers Forums
- Recovery in Art exhibition
- Recovery Conference
- Systemic Advocacy training

3 JOB DESCRIPTION

EXECUTIVE SUPPORT OFFICER

Position Description

June 2018

Employer Organisation:	Being Mental Health and Wellbeing Consumer Advisory Group
Title:	Executive Support Officer
Employment type:	1 year Fixed Term - Part-time (28 hours per week)
Salary:	Social, Community, Home Care and Disability Services Industry Award (SCHCADS) 2010 Level 3 PP1 (G3Y1) \$29.04 per hour
Location:	Level 5, Suite 501/80 William Street Woolloomooloo NSW 2011
Report to:	Being Chief Executive Officer
Supervises:	N/A

About BEING

Being is the independent, NSW peak organisation for people with a lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues and emotional distress are heard by decision makers, service providers, and the community. With a long-standing history of operation, Being is in a unique position to influence NSW policy, legislation, and service delivery, to improve the outcomes for the communities we serve by providing advice to the mental health sector on people's views and experiences of the way mental health services are delivered. We support people to advocate and provide input into decision making at all levels through a co-design process and peer-led activities.

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We are a value based organisation whose work is underpinned by Recovery-Oriented and Trauma-Informed principles including respect, social justice, and transparency, and a belief that recovery is possible for every individual.

Being engages with their members, Government, Community Managed Organisations, and the community through the provision of resources and information, consultations and submissions, research and evaluation, and education and training.

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

Role description:

The Executive Support Officer will provide high level, comprehensive executive secretarial and administrative support to the Chief Executive Officer. The role requires the ability to work in a complex and demanding environment. Responsibilities include, but not limited to preparation and distribution of agendas and minutes, record keeping, provision of diary management, management of the organisation membership register, secretariat support to Board of Trustees and general administrative support within Being.

August 2018

Due to the nature of the role, the Executive Support Officer may be required to work after office hours with occasional travel to regional areas within NSW to support the CEO and organisation at external conferences, training forums and other events.

Duties and Responsibilities:

Executive Support to the CEO:

- Manage CEO diary
- Organise and schedule meeting and appointments for the CEO
- Manage the CEO's correspondence– including first response to emails and phone messages
- Manage CEO's to do list – including Emails the CEO needs to reply to
- Organise booking and travel arrangements for CEO
- Drafting, typing and editing of CEO documents
- Provide other administrative support to the CEO upon request

Management of Being's Membership Register

- Maintenance of membership database
- Ensure that inquiries about joining Being are responded to promptly and send membership forms to applicants
- Prepare list of new members for ratification for each Board meeting
- Provide reports on Being membership status for each Board meeting
- Following acceptance at Board meeting, inform new members that their application has been accepted in writing together with relevant mail-out

Secretariat Support for Board of Trustees

- Assist in the preparation, collation and distribution of board reports and documents
- Organise Board members' travel and accommodation arrangements
- Assist Board members with completing details on forms and other paperwork
- Word processing, note taking/secretariat support for board meetings
- Assist with the co-ordinations of AGM and other board meetings and governance events
- Ensure all Governance policies, procedures and forms are current and readily available

General Administration Support

- Screen and direct phone calls and distribute correspondence
- Manage the general info email account
- Word processing, note taking/secretariat support for staff meetings and other internal meetings
- General office filing and administrative duties
- Escalate relevant information regarding opportunities and issues received through info@being.org.au email to management
- Other duties as required

Essential Criteria:

1. Demonstrated successful experience in providing high level executive assistance and support to an executive office
2. Exceptional interpersonal skills including sound oral and written communication skills and attention to detail
3. Proven high level organisational skills including the ability to problem solve, prioritise workload and meet deadlines

4. Demonstrated understanding of meeting procedures and note taking skills
5. Demonstrated ability to communicate and collaborate effectively with a diversity of stakeholders, both internal and external
6. Demonstrated ability to work independently and in a team environment
7. Proficient with MS Office suite – Word, Excel, Access, PowerPoint, Outlook, and Internet Explorer
8. Good understanding of the issues that can affect people with a mental illness
9. Good understanding of and commitment to work within the vision, values and principles of Being, and principles of social justice.

Desirable Criteria

1. Personal experience of mental health issues and the ability to draw upon own personal experiences and the experiences of other to inform your work

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

Being is an Equal Employment Opportunity employer which also means we apply affirmative action strategies to the employment of people with a lived experience of mental health issues.



EXECUTIVE SUPPORT OFFICER

(Part-time 28 hours per week – with the possibility of more hours)

- An exciting career opportunity with a leading NFP mental health organisation
- Be part of a passionate team of change-makers
- Support the CEO and Board of Trustees in the delivery of key projects
- Location in the Woolloomooloo area, close to public transport (train and buses)

Being is currently seeking applications from suitably-experienced candidates to take on the role of Executive Support Officer to join our busy and dynamic team.

Reporting to the Chief Executive Officer, the role requires the ability to work in a complex and demanding environment. Responsibilities include providing and coordinating administrative support to the Chief Executive Officer including ensuring accurate and timely administrative systems and processes, including preparation and distribution of agendas and minutes, record keeping and provision of diary management. The ability to multitask and manage conflicting demands is a priority. Confidentiality and professionalism is essential to the role.

Due to the nature of the role, the Executive Support Officer may be required to work after office hours with occasional travel to regional areas within NSW to support the CEO and organisation at external conferences, training forums and other events.

This position is classified Social, Community, Home Care and Disability Services Industry Award (SCHCADS) 2010 Level 3 Pay Point 1 (\$29.04 per hour).

Closing date for applications – Close of business, **Friday 7th September 2018** at 5:00pm

HOW TO APPLY

First download the attached Recruitment Information Package or [click here to download](#) a copy from our website.

Send a copy of the following to jobs@collectivepurpose.org.au

1. Resume
2. Cover Letter
3. Separate document addressing the selection criteria

The Recruitment Information Package includes the position description and selection criteria.

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

For more information about the role please contact our HR Manager, Cecilia Rais on jobs@collectivepurpose.org.au

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