

POSITION DESCRIPTION

Director Primary Mental Health

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

Reporting to the Executive Director Community Services (EDCS), the Director Primary Mental Health will provide leadership and be accountable for the performance of the Aboriginal (First Nations) Health, Alcohol and Other Drugs (AOD), Greater Bendigo Loddon Campaspe (GBLC) Adult and Older Adult Local, headspace and Wellbeing Primary Mental Health teams within the Community Services Division at Echuca Regional Health (ERH).

Position Details	
Position Title:	Director Primary Mental Health
Division:	Community Services
Reports to:	Executive Director Community Services
Positions Reporting to this role:	<ul style="list-style-type: none">▪ AOD Manager▪ headspace Manager▪ Wellbeing Primary Mental Health Manager▪ GBLC Local Manager
FTE of the directorate:	45
Budget:	\$7 million
Enterprise Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026; or Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021 – 2025; or Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Position Classification:	Grade 7 (AHP) or equivalent
Position Description last reviewed:	September 2024

Selection Criteria

Essential:

Minimum Qualifications:

1. Tertiary qualification in a Health profession registered with the Australian Health Practitioner Regulation Agency (AHPRA) or eligibility with equivalent registration body, and an ability to meet the ERH credentialing requirements;
2. Post-graduate qualification (or working towards) in Mental Health, Leadership and Management, Business Management/Administration, Public Health or equivalent and/or a PhD
3. Demonstrated ability to lead the development of culturally safe First Nations services
4. Comprehensive knowledge of and demonstrated experience in leading teams

POSITION DESCRIPTION

Director Primary Mental Health

through an environment of constant change, utilising contemporary leadership styles;
5. A demonstrated commitment to values-based, person-centered care and the application to the progression of organisational priorities within an environment that ensures resources are acquired and used effectively;
6. Highly advanced interpersonal skills that ensure an ability to articulate complex concepts and compelling rationales in an influential manner at all levels within and external to the organisation;
7. A demonstrated ability to drive a culture of achievement through a framework of measuring success;
8. A sound knowledge of and demonstrated ability in facilitating process improvement strategies, clinical re-design and business development, that is prioritised and achieved within budget and set timeframes;
9. Satisfactory evidence of National Police check, Working with Children's Check, National Disability Insurance Scheme (NDIS) Worker Screening, and Vaccination status in line with organisational policy and procedure.
Desirable:
1. A comprehensive knowledge of the relevant funding streams
2. Demonstrated experience in embedding reflective practice, trauma informed care and critical incident debriefing
3. Demonstrated understanding of peer practitioner models of care and the value of embedding lived experience into practice

Key Accountabilities
<ul style="list-style-type: none"> Work collaboratively with multidisciplinary leaders and the broader ERH team to ensure safe, effective, person-centered, values-based care is delivered, monitored, reviewed and maintained.
<ul style="list-style-type: none"> Actively lead service planning and workforce development initiatives in response to state, national and/or community demand/expectations.
<ul style="list-style-type: none"> Provide support and leadership to departmental managers to drive business planning and budgeting that ensures a high level of financial and operational performance; in accordance with directorate funding agreements and relevant standards of clinical and operational governance
<ul style="list-style-type: none"> Undertake benchmarking within the sector to ensure the function and operation of clinical services reflects contemporary, evidence-based practice that mitigates the risk of clinical variation outside of tolerance;
<ul style="list-style-type: none"> Participate and support the implementation of Digital Transformation initiatives
<ul style="list-style-type: none"> Ensure systems and processes are in place that support ongoing compliance with all applicable accreditation processes;
<ul style="list-style-type: none"> Actively lead the attraction, recruitment, retention, supervision and credentialing of staff within portfolio through a sound working knowledge of relevant industrial awards, legislative requirements and health industry developments;
<ul style="list-style-type: none"> Lead a Divisional Portfolio of Continuous Quality Improvement (CQI), Research and Innovation and promote a culture of learning.
<ul style="list-style-type: none"> Support EDCS to deliver on organisational strategic initiatives to strengthen the capability and capacity of the health service. Inclusive of the Reconciliation Action

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Director Primary Mental Health

Plan (RAP) and the First Nations Cultural Safety recommendations outlined within the <i>Blak Butterfly Framework</i> .
<ul style="list-style-type: none"> Provide cover/deputise for the EDCS during short periods of leave and as required. EDCS leave cover greater than one week will be backfilled via an internal Expression of Interest process.
<ul style="list-style-type: none"> Participate in the Executive/Director on-call roster.

Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety and Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do





Key Relationships

Internal	External
Executive	Public and private health services
Board of Directors	Primary Care sector
Direct Reports	Education sector
ERH staff	Government and Non-Government Organisations, including peak bodies
	Industrial and Legislative bodies

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Director Primary Mental Health

	Aboriginal Community Controlled Health Organisations
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Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
✓ PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
Collaboration 	Inspires direction & purpose			✓	
	Turns challenges into opportunities				✓
	Communicates effectively				✓
	Builds relationships				✓
	Works collaboratively				
Accountability 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
Respect 	Accessible communicator				✓
	Values difference				✓
	Consistently articulates direction				✓
	Empowers others				✓
	Respectfully influences				
Excellence 	Delivers results			✓	
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus				✓
	Innovation change leader			✓	

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

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cc: Employee File