



The Sydney  
children's  
Hospitals Network

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care, advocacy, research, education

## **Sydney Children's Hospitals Network (SCHN)**

# **Proposed Restructure of the Mental Health- Children Young People (MH-CYP) Business Operations Consultation Document**

**14 February 2022**

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## **Background and Current Status**

The Mental Health- Children and Young People Unit (MH-CYP) have historically employed a 1FTE HSM Level 3 Business and Operations Manager.

Several changes have occurred within MH-CYP and the Mental Health Branch (MHB) since August 2020.

MH-CYP relocated from Gladesville Hospital to 1 Reserve Road, St Leonards deleting all associated activity with operating from a stand-alone location in August 2020.

The Business and Operations Manager position previously line managed 2 administration officer positions. One of those positions has been vacated, that position was reviewed and deemed as no longer being required and approval has been received for this position to be repurposed. The second administration position is now line managed by the Director of MH-CYP.

MH-CYP is now located with the Mental Health Branch (MHB) in 1RR which is supported by administrative staff and a Finance Team. The MHB have reviewed the administrative support and will be providing services such as Procurement, invoicing, asset management and recruitment to MH-CYP, all of which are currently provided by the Business and Operations Manager.

Many tasks currently completed by the Business and Operations Manager position are duplicated within the SCHN processes. Discussion has occurred with the Clinical Program Director and Clinical Finance Manager in relation to streamlining processes, eliminating duplication where possible with the SCHN Finance team able to provide the support and financial management to MH-CYP.

MH-CYP also has budget with the MHB. The MHB Finance department will assume responsibility for activity related to this budget and cost centres.

## **Future Service Requirements under New Agreements**

All duties associated with the current Business and Operations Manager will be subsumed by administration officers from MH-CYP and the Mental Health Branch, the SCHN Finance Department and the Mental Health Branch Finance Department and the Team Manager and Director of MH-CYP.

## **Case for Proposed Changes to MH-CYP Organisational Structure**

All duties associated with this position currently will be subsumed by administration officers from MH-CYP and the Mental Health Branch, the SCHN Finance Department and the Mental Health Branch Finance Department and the Team Manager and Director of MH-CYP.

The Clinical Program Director (SCHN) has confirmed, after review, that the deletion of this role will pose no risk to the SCHN.

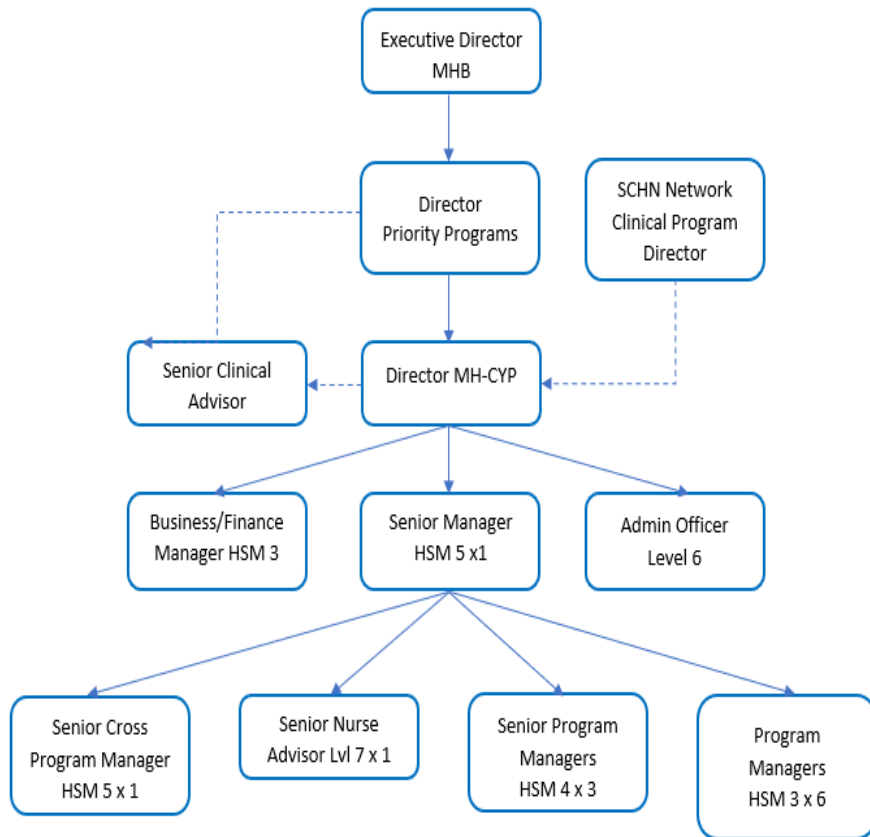
There will be no requirement for this role to exist within MH-CYP.

## Impact on Mental Health-Children Young People Employment Arrangements

The Business and Operations Manager (Health Manager Level 3 - 1 x FTE) position is considered to be excess to business requirements. This position would be repurposed and converted to a Program Manager, Health Manager Level 3 position. This will increase the capacity of the MH-CYP to develop policy, support NSW Health Services to deliver mental health services to infants, children, youth and families where mental health issues are evident and work in partnership with other government and non-government organisations to deliver recommendations from a variety of peak body documents, Premiers Priorities and the support the NSW Minister for Mental Health's endeavours to improve services and outcomes for this client group.

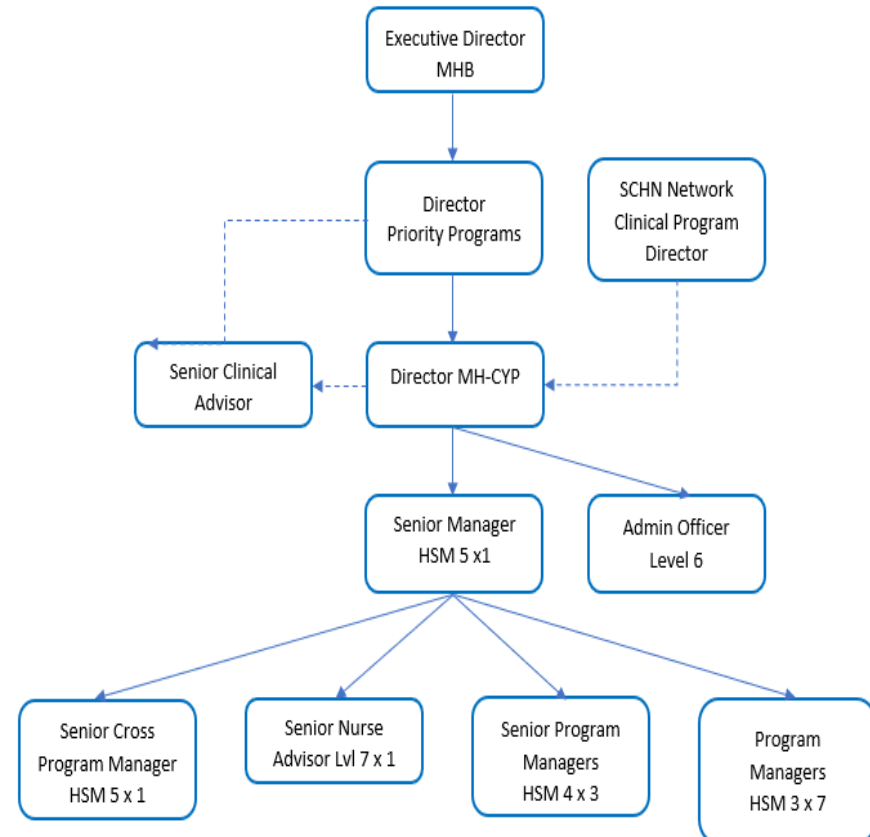
## Current Structure

Mental Health -Children Young People's Unit Current May 2021



## Proposed Structure

Mental Health -Children Young People's Unit Proposed May 2021



### Affected Positions

| Position  | FTE | Classification                  |
|---|-----|---------------------------------|
| <ul style="list-style-type: none"><li>Business and Operations Manager</li></ul> | 1   | Health Services Manager Level 3 |
|   |     |                                 |

### New Proposed Positions

| Position           | FTE | Classification                  |
|--------------------|-----|---------------------------------|
| 1. Program Manager | 1   | Health Services Manager Level 3 |
|                    |     |                                 |

## Method of Filling Positions in the Proposed Structure

Individual meetings with staff member who may be affected will take place throughout the change process.

Where a change is proposed, this will be discussed with staff members who may be affected.

Where there is not more than one suitable applicant, individuals will be matched to roles. If there is more than one eligible person for a role, a competitive selection process will apply.

Where a member of staff remains displaced at the conclusion of the process, the Network will work with that individual to initially explore options for redeployment within the Network, and will assess other contractual options on a case-by-case basis.

## Timetable for the Proposed Restructure

|    | Stage   | Timescale                                  |
|----|---|--|
| A. | Consultations with staff                                | Week commencing 14 February 2022           |
| B. | Notification to unions                                  | Week commencing 14 February 2022           |
| C. | Work with staff who may be affected re options          | Week commencing 14 February 2022           |
| D. | Consultation Close                                      | 28 February 2022                           |
| E. | Assessment of staff and union comments                  | Week commencing 28 February – 4 March 2022 |
| F. | Notification and Implementation of Consultation Outcome | Week commencing 7 March                    |
| G. | Continue to work with staff affected by changes         | Week commencing 7 March                    |

## Employee Assistance Program

Employee Assistance Program (EAP) is a free strictly confidential and professional counselling service provided by the Sydney Children's Hospitals Network to all staff. Staff can access the program via the following contact details:

- Access EAP (1800 818728)
- Converge International Free call 1800 337 068

## Feedback and Contact Details

Enquiries and feedback regarding the proposed structure to:

Carlton Quartly  
A/Director, MH-CYP  
Tel 0429 608 102 | [carlton.quartly@health.nsw.gov.au](mailto:carlton.quartly@health.nsw.gov.au)

Roseanna North  
Workforce Manager  
Tel 02 9382 1873 | [roseanna.north@health.nsw.gov.au](mailto:roseanna.north@health.nsw.gov.au)

## Appendix A – Position Descriptions

The proposed roles position descriptions location within the document are detailed in the below table.

| <b>Role</b>                           | <b>Page Number</b> |
|---------------------------------------|--------------------|
| Tab A Business and Operations Manager | Attached           |
| Tab B Proposed Program Manager        | Attached           |
|                                       |                    |
|                                       |                    |





The Sydney Children's  
Hospitals Network  
(Randwick  
and Westmead)

## POSITION DESCRIPTION

|  |  |        |     |
|--|--|--------|-----|
| Reference Number :                             | 96728  |        |     |
| Recruitment Type                               | General Recruitment  |        |     |
| Position Number :                              |  |        |     |
| Position Title :                               | Business & Operations Manager  |        |     |
| Cost Centre :                                  | Cost Centre  | Code   | %   |
|  | CHW Expanded MH - Kids G&S   | 680173 | 100 |
| Organisation unit :                            | The Sydney Children's Hospitals Network  |        |     |
| Location :                                     | Westmead   |        |     |
| Facility :                                     | The Children's Hospital at Westmead  |        |     |
| Award Classification :                         | Health Managers (State) Award-Health Mgr Lvl 3   |        |     |
| Registration/<br>Licence<br>Requirements :     | Not Applicable   |        |     |
| Vaccination<br>Category :                      | B  |        |     |
| Employment Screening Check                     |  |        |     |
| National Criminal<br>Record Check :            | Yes  |        |     |
| Working With<br>Children<br>Background Check : | No   |        |     |
| Working With Aged<br>Care Check :              | No   |        |     |
| Responsible To :                               | Director, MH-Kids  |        |     |
| Responsible For :                              | <ul style="list-style-type: none"> <li>● Overseeing day-to-day operational management of MH-Kids, which is located remotely from both NSW Ministry of Health and SCHN, and to both of which the unit is accountable.</li> <li>● Providing expert advice on financial direction and management. This includes the development of the annual business plan and operating budget, the review and analysis of operational and financial results, participation in service reviews and the provision of support to the MH-Kids Executive in the decision making process.</li> <li>● Developing and monitoring budgets and health service performance in collaboration with MHDAO and Ministry of Health Finance for state wide CAMHS programs and projects initiated and coordinated by MH-Kids.</li> <li>● Senior level participation in the development and implementation of financial and information management reporting systems, integration of business practices and processes relating to MH-Kids' statewide operation and the introduction of systems which ensure MH-Kids' compliance with NSW Ministry of Health financial and statistical reporting requirements.</li> <li>● Developing and managing systems and processes that ensure MH-Kids' compliance with the legal requirements of the Occupational Health and Safety Act and OH&amp;S Regulations. This includes the liaison and negotiation with both NSW Ministry of Health as landlord and SCHN as host.</li> <li>● In collaboration with other members of the MH-Kids Executive and in line with SCHN procedures and processes, providing Human Resources operational management.</li> <li>● In collaboration with other members of the MH-Kids Executive, planning, developing and implementing mechanisms to allow the Director of MH-Kids to evaluate service provision and delivery.</li> <li>● Management and direction of the administration team.</li> </ul> |        |     |

|                        |   |
|------------------------|---|
| Purpose Of Position :  | <p>This position will oversee the operational management of MH-Kids and specifically will:</p> <ul style="list-style-type: none"> <li>● Provide informed expert advice and regular reports to the Director, MH-Kids on the status of the unit's budget and performance.</li> <li>● Provide expert advice to the Director, MH-Kids on resource planning, allocation and management of state-wide programs and projects initiated and/or coordinated by MH-Kids.</li> <li>● Be responsible for the management of the complex operational, human resources and administrative functions of MH-Kids and ensure alignment with both SCHN and MHDAO processes and requirements.</li> <li>● Develop and maintain effective reporting and liaison mechanisms with SCHN, as outlined in the Service Level Agreement (SLA), and with the MHDAO, as outlined in the annual Performance Agreement.</li> <li>● Lead the development and implementation of the annual MH-Kids Budget and Business Plan.</li> </ul>  |
| Key Accountabilities : | <p>Financial Management:</p> <ul style="list-style-type: none"> <li>● Lead the development of and provide guidance to the MH-Kids Executive Team on the annual MH-Kids operating budget including finance, activity and staffing budgets.</li> <li>● Develop and implement strategic business plans and ensure budgets are allocated and targets achieved.</li> <li>● Prepare and analyse financial, activity and staffing management reports for the MH-Kids Executive Team highlighting variances from performance plans.</li> <li>● In consultation with MHDAO and Ministry of Health Finance, develop budgets and health service reporting requirements for state wide CAMHS programs and projects initiated and coordinated by MH-Kids</li> <li>● Provide reliable forecasts on MH-Kids financial performance, assess the financial impact of decisions made on future operations and support the MH-Kids Executive Team in determining what decisions need to be made to achieve MH-Kids overall performance goals.</li> <li>● Develop and manage, in collaboration with the MHDAO and the SCHN, effective statewide financial processes and reporting systems to maintain cost controls and monitor performance.</li> <li>● Develop and present options for maximising resources in a complex operating environment.</li> <li>● Develop, monitor and report to the MH-Kids Executive Team on the status of key performance indicators for MH-Kids activities.</li> <li>● Develop, monitor and report to MH-Kids and MHDAO on the status of key performance indicators for relevant child and adolescent mental health statewide activities as part of improving mental health outcomes.</li> <li>● Provide overall responsibility for developing appropriate strategies to manage budget changes in a timely manner.</li> <li>● Provide high-level advice and guidance to MH-Kids Executive regarding the interpretation of NSW Ministry of Health financial and business management policies and their application to MH-Kids.</li> <li>● Work with stakeholders to develop an IT structure and information systems that supply the requisite strategic management information and support systems to MH-Kids.</li> <li>● Facilitate the development of information systems to enhance service delivery and planning as well as providing a coordinating role with respect to major IT systems in the unit.</li> <li>● Manage the administrative team and their procedures to ensure the smooth functioning of the unit.</li> <li>● In collaboration with the MH-Kids Executive and in line with SCHN procedures and processes, ensure adherence to and provide overall management for Human Resource procedures.</li> </ul> <p>Policy and Professional Standards:</p> <ul style="list-style-type: none"> <li>● Develop strategies and implement processes that ensure adherence by all MH-Kids staff to NSW Ministry of Health and Local Hospital District policies and procedures relating to Occupational Health &amp; Safety legislation.</li> <li>● Ensure compliance with relevant procedures, policies and other legislation by staff reporting to this position.</li> <li>● Represent MH-Kids on the local OH&amp;S Committee.</li> <li>● Maintain professional competency by participating in appropriate ongoing professional development.</li> <li>● Lead the MH-Kids Executive in developing and ensuring that the business plan</li> </ul> |

- milestones for areas of responsibility are achieved efficiently and effectively.
- Provide expert advice regarding resource allocation and management in planning for all state wide CAMH programs and projects initiated and/or coordinated by MH-Kids.
- Lead the MH-Kids Executive in the review and re-engineering of business practices and processes.
- Collaborate with MHDAO in the development and application of various funding models including RDF and MH-CCP funding models pertaining to CAMHS.

Service Development and Planning:

- Lead the introduction of the EQUIP process to facilitate MH-Kids satisfactorily meeting the Australian Council on Healthcare Standards (ACHS) standards.

Corporate Responsibilities and Governance:

- Attend and represent MH-Kids at relevant internal and external conferences, meetings and working parties.

RISK MANAGEMENT

1. All employees at all levels have a role to play in managing risk. The SCHN encourages and supports the active involvement of staff in the risk management process. Employees are expected to proactively contribute to the identification, reporting and minimisation of risks.
2. Department Heads and Supervisors must:

- Accept accountability for identifying, minimising and managing organisational risks by applying risk management principles outlined in the Risk Management Policy.
- Develop a risk conscious work-place by educating and supporting staff in proactively identifying, reporting and mitigating risks.
- Ensure that plans are developed to identify, assess and treat risks.
- Contribute to the development, maintenance and monitoring of the SCHN Risk Register.

Challenges/Problem Solving :

Please refer to Key Accountabilities.

Communication :

MH-Kids is the child and adolescent mental health services (CAMHS) policy, service development and service planning unit of the Mental Health and Drug & Alcohol Office (MHDAO), Ministry of Health and has a statewide brief. MH-Kids is based at Gladesville and hosted on a remote basis by The Sydney Children's Hospitals Network (SCHN) and MH-Kids staff members are employees of SCHN.

The post holder will therefore require highly developed communication skills and will need to maintain effective working relationships with staff internal to MH-Kids (19 FTEs) and staff of the Sydney Children's Hospitals Network, the Ministry of Health, including facilities staff of Gladesville Hospital and staff from other Local Hospital Districts.

Decision Making :

Budget responsibility for the Child and Adolescent component of the NSW Mental Health Program lies with the Director, Mental Health and Drug & Alcohol Programs. The Business & Operations Manager will provide expert advice and information to the Director MH-Kids on the allocation of funding and the composition of the annual budget and ensure budgets are met effectively The Business & Operations Manager is expected to make complex judgements and to take initiatives through delegated responsibilities.

Selection Criteria :

- Selection Criteria
- 1.Relevant tertiary qualification in business or finance (accounting) and/or extensive relevant finance management experience at a senior level within a large organisation.
  - 2.Ability to analyse and evaluate complex systems and processes and recommend and implement improvements as required.
  - 3.Ability to identify strategic and business objectives, opportunities and their implementation.
  - 4.Ability to contribute to the formulation of policies and procedures.

|                       |   |
|-----------------------|---|
|                       | 5. Proven high level analytical, communication, negotiation, people management and interpersonal skills.  |
|                       | 6. Experience in operational aspects of Human Resource processes.   |
|                       | 7. Ability to work and contribute as a key member of an executive team in a complex and changing organisation.  |
|                       | 8. Proficiency with PC based Microsoft Office products, particularly Excel.   |
| Staffing :            | Line management of 2 FTE staff (Senior Administrative Officer and Administrative Officer).  |
| Budget :              | Budget responsibility for the Child and Adolescent component of the NSW Mental Health Program lies with the Director, Mental Health and Drug & Alcohol Programs. The Business & Operations Manager will therefore provide expert advice and information to the Director MH-Kids and the Director, Mental Health and Drug & Alcohol Programs.<br><br>MH-Kids also has an operational budget allocated by the Ministry of Health to the Sydney Children's Hospitals Network to manage staffing and non salary costs which will require management, monitoring and regular reporting by the Business & Operations Manager. |
| Financial Delegation: | Financial Delegation is in accordance with Delegations Manual.  |

## JOB DEMANDS CHECKLIST

| Physical Demands  |                |
|---|----------------|
|   | Frequency      |
| Sitting - remaining in a seated position to perform tasks   | Constant       |
| Standing - remaining standing without moving about to perform tasks   | Not Applicable |
| Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes                                    | Occasional     |
| Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes                                    | Not Applicable |
| Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks                                | Occasional     |
| Trunk Twisting - Turning from the waist while sitting or standing to perform tasks                            | Occasional     |
| Kneeling - remaining in a kneeling posture to perform tasks   | Not Applicable |
| Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks                            | Not Applicable |
| Leg / Foot Movement - Use of leg and / or foot to operate machinery   | Not Applicable |
| Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps   | Not Applicable |
| Lifting / Carrying - Light lifting & carrying: 0 - 9 kg   | Not Applicable |
| Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg  | Not Applicable |
| Lifting / Carrying - Heavy lifting & carrying: 16kg & above   | Not Applicable |
| Reaching - Arms fully extended forward or raised above shoulder   | Not Applicable |
| Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body | Not Applicable |
| Head / Neck Postures - Holding head in a position other than neutral (facing forward)                         | Infrequent     |
| Hand & Arm Movements - Repetitive movements of hands and arms   | Frequent       |
| Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands                              | Infrequent     |
| Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work                    | Not Applicable |
| Driving - Operating any motor powered vehicle   | Occasional     |
| Sensory Demands   |                |
|   | Frequency      |
| Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens         | Constant       |
| Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries                     | Constant       |
| Smell - Use of smell is an integral part of work performance e.g. Working with chemicals                      | Not Applicable |
| Taste - Use of taste is an integral part of work performance e.g. Food preparation                            | Not Applicable |
| Touch - Use of touch is an integral part of work performance  | Constant       |
| Psychosocial Demands  |                |
|   | Frequency      |
| Distressed People - e.g. Emergency or grief situations  | Occasional     |
| Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness                             | Not Applicable |
| Unpredictable People - e.g. Dementia, mental illness, head injuries   | Not Applicable |
| Restraining - involvement in physical containment of patients / clients                                       | Not Applicable |
| Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies                        | Not Applicable |
| Environmental Demands   |                |
|   | Frequency      |
| Dust - Exposure to atmospheric dust   | Not Applicable |
| Gases - Working with explosive or flammable gases requiring precautionary measures                            | Not Applicable |

|  |                |
|--|----------------|
| Fumes - Exposure to noxious or toxic fumes   | Not Applicable |
| Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE    | Not Applicable |
| Hazardous substances - e.g. Dry chemicals, glues   | Not Applicable |
| Noise - Environmental / background noise necessitates people raise their voice to be heard | Not Applicable |
| Inadequate Lighting - Risk of trips, falls or eyestrain                                    | Not Applicable |
| Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight   | Not Applicable |
| Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C       | Not Applicable |
| Confined Spaces - areas where only one egress (escape route) exists                        | Not Applicable |
| Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground           | Not Applicable |
| Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls    | Not Applicable |
| Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks     | Not Applicable |
| Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases           | Not Applicable |

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.

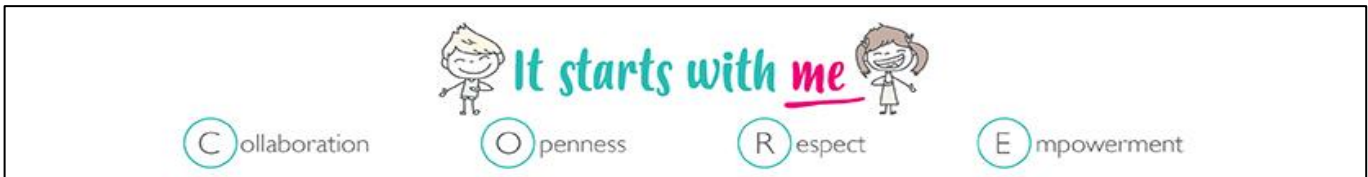
Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# POSITION DESCRIPTION



|   |  |
|---|--|
| <b>POSITION TITLE</b><br>(200 characters limit)   |  |
| <b>POSITION NUMBER</b> (from Stafflink) <b>MANDATORY</b><br>If this is a new position, acquire the position number after the new position has been created. |  |
| <b>AWARD</b>  | Health Service Manager   |
| <b>POSITION CLASSIFICATION</b>  | HSM Level 3  |
| <b>LOCATION</b>   | Ministry of Health, 1 Reserve Road, St Leonards  |
| <b>DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?</b>   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |
| <b>DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?</b>  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |
| <b>PRIMARY PURPOSE</b><br>(2800 characters limit in ROB)  | <p>The Mental Health – Children and Young People (MH-CYP) is a LHD hosted unit of the Mental Health Branch, NSW Ministry of Health that provides leadership and strategic guidance to NSW Health perinatal, child and youth mental health services.</p> <p>MH-CYP develops and support the implementation of best practice policies, programs, projects, and activities as well as provide policy advice to support the achievement of NSW Health’s objectives in relation to policy development, funding strategies and system wide planning in the area of perinatal, child and youth mental health.</p> <p>Specifically this position will manage and coordinate the development, implementation and evaluation of complex projects to achieve project outcomes and support the achievement of organisational objectives.</p> |

## KEY ACCOUNTABILITIES

**(3100 characters limit in ROB)**

*A high level description of the outcomes the role is expected to deliver.*

*'Key Accountabilities' should be:*

*- outcome focused, rather than process focused*

*- ordered in importance and/or frequency*

*- as specific to the role as possible while not detailing tasks.*

*There should be no more than 6-8 'Key Accountabilities' in total.*

**Lead and support** the development, implementation, evaluation and reporting on policies, programs, and research that contributes to mental health plans/strategies.

**Provide high-level advice** to the Ministry of Health and other parts of Government on perinatal, child and youth mental health. This will include preparing ministerial briefings, correspondence, responses to parliamentary questions, speech notes and discussion papers, as required.

**Develop and maintain relationships**, and collaborate and consult with, key stakeholders in the mental health sector. Collaborate with other stakeholders in health, justice, enforcement, human services and education sectors and the community - including Government and nongovernment organisations.

**Maintain a sound knowledge** of current research, trends, issues and factors relating to child and youth mental health. Undertake high level analysis of data and prepare high quality reports.

**Project/Program management** of both the work directed by MH-CYP, Strategic Objectives, Premiers Priority work and where required supporting other organisations funded to provide services to the client group.

**Contract Management** of service funded by the Ministers Office, NSW Health and those procured by the MH-CYP Unit. This will include contract development, procurement process, assist in activities relating to service delivery (as appropriate) monitoring, evaluating and reporting as required.

|   |  |  |
|---|--|--|
| <p><b>KEY CHALLENGES</b><br/><b>(max 3)</b><br/>(700 characters limit)</p> <p><i>The challenges that are regularly encountered in the role.</i></p> <p><i>The Key Challenges should not restate the Key Accountabilities.</i></p> <p><b><u>There should be minimum of 1 and maximum of 3 "Key Challenges" in total.</u></b></p>   | <p>Managing complex state-wide initiatives with tight deadlines and within budget; including delivering on the mental health plans/strategies</p> <p>Stakeholder relationship management in an increasingly complex service provider and funder environment.</p> <p>Achieving multiple project objectives, given limited resources and tight deadlines, and the need to identify project interdependencies and balance competing demands and priorities.</p> |  |
| <p><b>KEY RELATIONSHIPS (internal)</b><br/><b>(max 3)</b><br/>(200 characters limit)</p> <p><i>The key stakeholders and customers the role is expected to interact with routinely, rather than periodically.</i></p> <p><i>Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant.</i></p> <p><i>All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.</i></p> | <p><b>WHO</b></p>  | <p><b>WHY</b></p>  |
|   | <p>Senior Manager</p>  | <p>This position directly reports to the Senior Manager.</p>   |
|   | <p>MH-CYP staff</p>  | <p>This role will need to work across the whole of MH-CYP and will need to work closely with the MH-CYP Director.</p>  |
|   | <p>Executive members and staff within the MHB, Ministry of Health,</p>   | <p>This role will also need to work closely with other policy and program staff across MHB</p>   |
| <p><b>KEY RELATIONSHIPS (external)</b><br/><b>(max 2)</b><br/>(200 characters limit)</p> <p><i>As above</i></p>   | <p><b>WHO</b></p>  | <p><b>WHY</b></p>  |
|   | <p>Local Health Districts, Ministry of Health, non-government organisations, peak bodies and community sectors</p>   | <p>The position needs to work collaboratively with a wide range of stakeholders to optimise the care and treatment for children and young people.</p>                                      |
|   | <p>People with a lived experience of mental health difficulties</p>  | <p>Work alongside young people with lived experience and their parents/carers to have a say in decisions in their own lives and influence mental health services, policy and research.</p> |
| <p><b>IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?</b></p>  | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>   | <p><input type="checkbox"/> Other \$ _____<br/>please specify the monetary value of the financial delegation (ex: 5000.00).</p>  |
| <p><b>FINANCIAL DELEGATION</b></p>  | <p><input checked="" type="checkbox"/> As per delegation manual</p>  |  |



|   |  |
|---|--|
| <b>ESSENTIAL REQUIREMENTS</b><br>(700 characters in word)                                     | <b>Vaccination Category (A or B):</b><br><b>WWCC (Yes/No): NO</b><br><b>Qualifications/ Licenses/ Registrations (award requirement): N/A</b>   |
|   | <b>Work Health and Safety:</b><br><br><input type="checkbox"/> <b>Non-Supervisor</b><br>You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing   |
|   | <b>Employees:</b><br>Are required to be familiar with and comply with NSW Health policies and NSW Health CORE values, Code of Conduct and Workplace Culture Framework. Staff who become aware of or suspect any inequity in the SCHN either in employment or service delivery, are requested to report the matter to their manager and/or supervisor |
| <b>SELECTION CRITERIA</b><br>(700 characters for each criteria in word)<br><b>(max 8)</b>     | Relevant tertiary qualifications in health, social sciences or similar; or substantial equivalent relevant professional experience.  |
|   | Demonstrated understanding and working knowledge of the mental health system and policy priorities, or capability to quickly develop a working knowledge of the health system.   |
|   | Demonstrated knowledge of contemporary evidenced based service delivery models for 0-25 year old people with mental health concerns, and their families.   |
|   | Demonstrated high level program/project management skills  |
|   | Highly effective verbal and written communication skills for a diversity of audiences  |
|   | Capacity to work independently with minimal supervision and in a team environment  |
|   | Demonstrated organisational skills and experience working in a high volume and demanding professional environment with a capacity to prioritise competing demands and achieve results with a stakeholder focused approach.   |
|   | High level skills in interacting effectively with staff at various levels and external stakeholders to establish collaborative relationships   |
| <b>OTHER REQUIREMENTS</b><br><b>(Standard text do not amend)</b><br>(3100 characters in word) | Understand and practice person centred care.   |
|   | Work in partnership with consumers on improving and evaluating the delivery of services.   |
|   | Actively participate in quality improvement activities.  |





|   |                                     |                          |                          |                          |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>Working At Heights</b> – ladders/stepladders/scaffolding are required to perform tasks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |