

## Position Description:

# headspace Port Macquarie Consortium Chair

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### About headspace Port Macquarie

headspace Port Macquarie is a youth friendly mental health service with the mission of enhancing the emotional and social wellbeing of young people aged 12 to 25 years by delivering accessible, flexible and responsive services. Services are provided across four core streams: mental health, general health including sexual health, alcohol and other drug (AOD), with addition of social/vocational programs.

headspace Port Macquarie provides comprehensive psychosocial assessment, evidence-based interventions, and positive help-seeking experience with opportunities for young people to be linked in with the services that match their needs and activities that support their development.

Consortiums are an integral part of the headspace model to ensure service delivery meets the needs of the local community, as well as providing an opportunity to pool resources, collaborate and improve local integration of youth services

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### 1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

### 2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

### 3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people



- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high-quality services

#### 4. HEADSPACE VISION FOR RECONCILIATION

The headspace vision for reconciliation is an equitable Australia where the 60,000-year-old cultures and continuing connection to Country of Aboriginal and Torres Strait Islander peoples are respected and celebrated. This future Australia is united by the understanding of our shared past, upholds the rights of Aboriginal and Torres Strait Islander peoples, and embraces self-determination and diversity. The headspace Reconciliation Action Plan formalises our commitment to reconciliation and to strengthening the social and emotional wellbeing of Aboriginal and Torres Strait Islander young people and communities.

#### 5. COMMITMENT TO CHILD SAFETY

headspace is committed to being a child safe and child friendly organisation that recognises, respects and promotes the rights of children, young and vulnerable people. We recognise our responsibilities in keeping young people safe from any abuse from or by our employees and volunteers and will ensure that the safety of young people is always our first priority. headspace has a zero-tolerance policy to child abuse, harm and neglect.

#### 6. PURPOSE & MEMBERSHIP OF CONSORTIUMS

The purpose of the consortium is to ensure that there is an integrated, holistic approach to local service delivery and to meet the specific needs of the community.

The local consortium model aims to:

- Encourage investment in and support for the headspace centre from the local community and community-based organisations.
- Encourage the creation and maintenance of partnerships, collaborations and networking amongst local services, agencies and individuals.
- Create a collaborative environment to foster innovative ways to approach the headspace centre's provision of support for the young people of the community.
- Improve the sustainability and viability of the headspace centre.

The consortium provides strategic advice to the service and draws together local expertise in both clinical and non-clinical areas. These local consortium arrangements are required to be independently chaired (i.e. not chaired by the Lead Agency or by someone who sits under the governance structure of the Lead Agency). The requirement for the Consortium to be independently chaired excludes staff members or persons that comes under the governance structure of the Lead Agency in relation to the headspace service such as a YRG member. The consortium includes representation from the four core service streams. Consortiums do not provide organisational governance of the service. The Lead Agency and Centre Manager may raise organisational matters at the consortium at their discretion.

While membership varies according to the local service system composition, the following organisations can be valuable contributors:

- drug and alcohol services
- educational, social recovery and vocational services
- Aboriginal Community, Controlled Health Services
- publicly funded specialist mental health services
- local government and community health services.



Other individuals and groups that may be invited to participate include:

- local schools
- employers
- hospitals
- police
- the juvenile justice sector
- emergency services
- youth centres
- local not-for-profit organisations
- sporting clubs
- local Chambers of Commerce groups

Local need should dictate which organisations are included on the consortium. Members of the centre's Youth Reference Group (and where available a Family representative) also hold a position on the consortium. This is an effective way to ensure that the perspectives of young people and their family and friends are directly represented in consortium meetings.

## **7. SUMMARY & CONTEXT**

The Lead Agency is responsible for ensuring the consortium chair position is filled. The Consortium Chair works closely with the Lead Agency and Centre Manager at and between consortium meetings.

headspace centres are youth friendly environments that provide services across four core streams: primary health care, mental health, alcohol and other drug (AOD), and vocational services.

The Consortium Chair is an independent role (i.e. incumbent is not otherwise employed by the lead agency) which will lead the Consortium Committee effectively in its strategic, monitoring and stakeholder engagement activities to support the core strategic objectives of the headspace model, provide local context and support the lead agency.

## **8. KEY RESPONSIBILITIES/OUTCOMES**

- Build strong partnerships between the service and local agencies, growing these relationships to improve local services.
- Identify opportunities to establish links with the local business community who have an interest in youth health issues
- Ensure focus on agreed strategic direction.
- Advise and support the Centre Manager.
- Ensure any conflicts of interest in consortium meetings and amongst members are acknowledged and addressed.
- Mentor a Youth Co-Chair if there is one in place.
- Support members of the Consortium to understand and carry out their roles, responsibilities and accountabilities; to build skills and capacities necessary for the Consortium Advisory Committee and to fulfil its obligations.
- Collaboratively (with the Centre Manager) set the agenda for and chair meetings ensuring business is conducted efficiently.
- Model and demonstrate constructive working relationships and information exchange within the consortium and across regional services.



- Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture, incorporating this understanding into consortium meetings and actions whenever possible.
- Ensure that Youth and Family Reference Group members feel heard, and guests feel welcomed.
- Establish a constructive working relationship with the lead agency CEO and key staff.
- Ensure that the consortium represents the four core streams of headspace and have representation that includes a mix of skills and experience.
- Keep succession planning to the Chair role front-of-mind to ensure meeting continuity.

## 9. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 9.1 Essential

- Independence from the lead agency
- An interest in and commitment to the health and wellbeing of young people
- A high standing among stakeholder networks
- The skills necessary to effectively lead the consortium advisory committee in its strategic, monitoring and stakeholder engagement activities,
- An understanding of the principals of governance and meeting procedure
- Exceptional interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences.
- A willingness and ability to mentor and support the youth representative from the reference group as a co-chair.
- Ability to work both independently and collaboratively as a productive team member.

### 9.2 Desirable

- A broad understanding of the mental health service system in Australia.

## 10. WORKPLACE PRACTICES

It is expected that at all times, whilst fulfilling this role, the consortium chair will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of headspace
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times

## FURTHER INFORMATION

**Role Location:** Consortium meetings will be held every 2 months at headspace Port Macquarie with the opportunity for online participation.

**Tenure:** The Independent Chairperson is appointed for a period of one year. An option of reappointment for additional years of appointment will be considered by the mutual agreement of designated representatives of the Lead Agency and Consortium partner agencies.

**Remuneration:** Voluntary



Further information can be obtained by contacting David Rogers, Services Manager, on ph:0421 388 166 or Email: [David.Rogers@each.com.au](mailto:David.Rogers@each.com.au)

