

## POSITION DESCRIPTION

Job Title: Independent Chair

Remuneration: Voluntary

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### About headspace Shepparton

The headspace Shepparton's mission is to promote and facilitate improvements in the mental health, social wellbeing of young people aged 12-25 in Shepparton and surrounding area. headspace Shepparton is a youth friendly Centre that provides services across four core streams; primary health care, mental health, alcohol and other drug (AOD), and social/vocational services. The clear intention is to significantly increase the number of young people that are identified and responded to with integrated evidence based interventions, at the earliest possible point when problems emerge.

### Independent Chair role at headspace Shepparton

headspace Shepparton requires an Independent Chair for its Consortium Advisory Committee. The headspace advisory consortium consists of a representative of each organisation that is signatory to the Memorandum of Understanding plus an Independent Chairperson appointed by the lead agency, GVHealth. The consortium meets a Crucial Advisory role rather than that of a governing body.

### Requirements

The Independent Chair should:

- be considered independent of the Lead Agency, the Consortium Member agencies and any other organisation with a commercial or pecuniary interest in the headspace Program or Centre Activities;
- be likely to have the confidence of the other members of the Consortium Advisory Committee;
- have an interest in and commitment to the health and wellbeing of young people;
- have a high standing among stakeholder networks;
- have the skills necessary to effectively lead the Consortium Advisory Committee in its strategic, monitoring and stakeholder engagement activities.
- have a current Police Check and Working with Children Check (*voluntary status acceptable*)
- have an understanding of the principals of governance and meeting procedure.

### Role:

The role requires developing an active consortium that supports the core strategic objectives of the headspace model, provides local context and supports the lead agency, GV Health to manage headspace.

### Key Responsibilities:

- Act in the best interest of the headspace program;
- Preside at meetings of the headspace Consortium and ensure that business is conducted efficiently and that meetings are conducted properly;
- Support members of the Consortium Advisory Committee to understand and discharge their roles, responsibilities and accountabilities and to build skills and capacities necessary for the Consortium Advisory Committee to fulfil its obligations.
- Ensure that there is an effective process for identifying and managing conflicts of interest;
- Ensure that members of the Consortium Advisory Committee comply with their obligations under the MOU in respect to meeting attendance and the Terms of Reference;
- In conjunction with the headspace Manager, develop the agenda for the consortium with enough time to allow the Agenda be sent 4 days prior to the consortium meeting;
- Where appropriate, liaise with other headspace centers' Independent Chairs and hNO at special events, for example the headspace forum;
- Encourage and enable participation of all members of the Consortium Advisory Committee. Ensure that Youth Advisory Committee members feel heard and guests feel welcomed;
- Establish a constructive working relationship with the CEO and key staff of the lead agency;
- Ensure that the consortium represents the four core streams of headspace and have representation that includes a mix of skills and experience.

### Accountabilities

The Independent Chair is accountable:

- to the Consortium Advisory Committee,
- Executive of GVH by highlighting through feedback any governance issues involving headspace Shepparton,
- headspace National Office in relation to core components of the headspace Model Integrity Framework that relate to the delivery of the consortium,

### Further Requirements

The independent chair will need to complete the requirements of a volunteer at Goulburn Valley Health.

### How to apply

Further information can be obtained by contacting Bridie Wright, headspace Shepparton Acting Manager on 5823 8800 / 046 758 6015 or email [bridie.wright@gvhealth.org.au](mailto:bridie.wright@gvhealth.org.au)