



**headspace**

National Youth Mental Health Foundation

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[headspace.org.au](http://headspace.org.au)

## Position Description

### Executive Director Finance and Business Operations

**Location:** National Office - Melbourne

**Department:** Finance and Business Operations

**Level:** EO3

**Employment Type:** Maximum Term, Full time

**Approved By:** Jason Trethowan

**Date Approved:** 15 January 2018

**Agreed By:** \_\_\_\_\_

**Date Agreed:** \_\_\_\_\_

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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

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families

## 4. POSITION SUMMARY AND CONTEXT

The Executive Director Finance and Business Operations is central to providing strategic leadership for the organisation's corporate and financial governance. This leadership role will identify and implement strategies which positions **headspace** for growth and stability aligned with the future direction of the organisation. As the Board appointed *Company Secretary* there will be a direct relationship with the Board to undertake this responsibility. Internal administrative and logistics support will be provided to the *Company Secretary*.

The position will ensure that all internal and external accountabilities relating to the organisation's finances are met, timely and of a high standard. The direct reports include a Finance Manager, Corporate Services Manager and the General Counsel. Being a part of the executive team will also provide broader opportunities within the organisation to contribute to initiatives aimed at strengthening **headspace's** capability to improve the mental health and wellbeing of young Australians.

## 5. KEY RESPONSIBILITIES/OUTCOMES

- As the *Company Secretary*, the position has a direct relationship with the Board to ensure:
  - compliance of all statutory and corporate governance procedures are adhered to
  - compliance of all matters outlined within the company's constitution are adhered to
  - relevant Board policies and procedures are incorporated into a Board charter.
- Together with the CEO and the executive team create structures for a cohesive and effective working executive relationship which sets a positive workplace culture and frameworks to meet operational and strategic outcomes for the organisation.
- Provide financial advice and analysis to the Board of Directors and CEO on all strategic and operational aspects of financial management for the organisation.
- Lead a collaborative financial planning processes for the business and ensure effective planning cycles within Finance and Business Operations are aligned with the strategic directions of the organisation.
- Implement robust financial and corporate management systems to increase organisational efficiency, accountability, transparency and decision-making.
- Maximise **headspace's** financial strength through effective cash flow management and appropriate investment strategies.
- Manage the relationship with external auditors and banks ensuring that **headspace** meets all requirements for annual financial statements.
- Ensure an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance to the **headspace** Delegations Policy.
- Manage the provision of payroll and salary packaging services for **headspace** employees in consultation with the Executive Director People and Culture.
- Develop and maintain effective stakeholder relationships with funders, suppliers and relevant **headspace** partner organisations.
- Build the **headspace** culture and engagement of our people through effective people leadership and management at both the team and individual level, including:
  - Create and maintain a responsive and respectful workplace culture that integrates the **headspace** values.
  - Ensure that staff understand what is required of them, have development plans in place and are provided with timely performance feedback.
  - Provide effective leadership to drive the performance and outputs of the team.
  - Monitor, evaluate and manage staff performance to enable individual and team professional growth and development, addressing staff performance issues as required according to documented policies and procedures.
  - Foster and implement a commitment to continuous improvement within the Division.
- Other duties consistent with the position where required and/or requested by the CEO and **headspace** Board from time to time.

## 6. SELECTION CRITERIA

For consideration of the position of Executive Director Finance and Business Operations and to undertake the responsibilities as the *Company Secretary*, demonstration of the following selection criteria is required:

### 6.1 Essential

- Tertiary qualifications with senior leadership experience and a CPA/CA accreditation.
- Senior level financial management expertise, including taxation, compliance, asset management, insurance, reporting and legal issues.
- Significant leadership and management experience in working with, advising and/or supporting Boards.
- Proven stakeholder relationship management – ability to build relationships and strategic partnerships with **headspace** stakeholders including key government, non-government and statutory agencies such as the ATO.
- Excellent interpersonal skills, diplomacy and political nous.
- Superior problem solving ability and the ability to negotiate successful outcomes in potentially challenging circumstances.
- Strong organisational, negotiation and project management skills.
- Senior leadership and people management expertise.
- Ability and willingness to operate at both the strategic and operational level when required.
- Commitment to actively work as part of an executive leadership team.

### 6.2 Desirable

- Executive experience in a large not for profit / charitable organisation.
- A broad understanding of the mental health service system in Australia.
- Previous experience as a Company Secretary.
- A graduate of the Australian Institute of Company Directors (AICD).

## 7. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees 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