|  |  |
| --- | --- |
| **Title:** | Executive Director (48436) |
| **Classification:** | SES 2 (High) |
| **Status:** | Temporary  Fixed-term contract (3 years) |
| **Annual remuneration:** | |  | | --- | | $232,291 - $251,015 (Total Fixed Remuneration; refer [link](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/senior-executive-service-employment-conditions-directive-0923)) | |
| **Location:** | Brisbane CBD |
| **Job Ad Reference:** | TBC |
| **Closing date:** | TBC |
| **Last reviewed** | December 2023 |

Position description

Executive Director

# Your opportunity

Reporting to the Queensland Mental Health Commissioner, the Executive Director provides operational and strategic leadership in policy and program direction across the Queensland Mental Health Commission (QMHC) and is responsible for ensuring the implementation of the *Shifting Minds: Queensland Mental Health, Alcohol and Other Drugs Strategic Plan 2023-28* and subsequent sub-plans. You will lead a team of professionals to innovate, collaborate and communicate across\*:

* Mental Health and Wellbeing;
* Lived and Living Experience; and
* Communications and Engagement

You will also undertake a variety of external stakeholder engagements on behalf of and in support of the work of the Commissioner.

The Queensland Mental Health Commission (QMHC) is a small team and all staff are expected to work in an agile and collaborative manner, both in delivery of the strategic and operational plans and in identifying and responding to emerging issues.

*\*Supervision of teams/structure may vary over time depending on ongoing changes to operational requirements.*

# About us

The QMHC is an independent statutory body established under the *Queensland Mental Health Commission Act 2013*. The role of the QMHC is defined in legislation as driving ‘ongoing reform towards a more integrated evidence-based, recovery oriented mental health and substance misuse system’.

Our vision is Queenslanders working together to improve mental health and wellbeing.

Our role is to encourage and facilitate systemic change to improve the mental health and wellbeing of all Queenslanders, with a focus on:

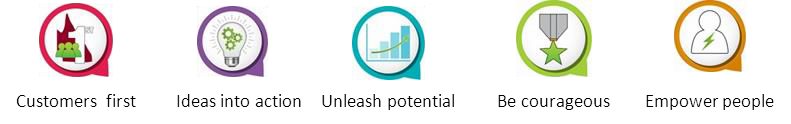
* improving the mental health and wellbeing of all Queenslanders
* preventing and reducing the impact of mental illness
* preventing and reducing the impact of problematic alcohol and other drug use
* preventing and reducing the impact of suicide.

This is achieved through the implementation of the second whole-of-government Queensland Mental Health, Alcohol and Other Drugs Strategic Plan (*Shifting minds*) 2023-28. *Shifting minds* defines three key focus areas — Better lives, Invest to save, and Whole-of-system improvement — which contribute to the Queensland Government’s *Unite and Recover*: Economic Recovery Plan.

For more information visit [www.qmhc.qld.gov.au](http://www.qmhc.qld.gov.au)

# Our values

The public service values are fundamental to all that the Commission undertakes.



# The QMHC also has an additional value of Promoting Wellness.

# Your contribution

As Executive Director you are part of the leadership team and expected to have a specialist focus in either mental health, alcohol and other drugs, or suicide prevention, as well as system/whole of government and/or service delivery expertise. You will:

* provide high level strategic analysis and advice to the Commissioner regarding the strategic policy and program direction for mental health, alcohol and other drugs and suicide prevention reform in Queensland
* oversee the development, implementation and review of *Shifting minds: Queensland Mental Health, Alcohol and Other Drugs Strategic Plan (Shifting Minds) 2023–2028,* including sub-plans in the areas of Suicide Prevention (*Every Life)* and Alcohol and Other Drugs (*Achieving Balance*).
* shape the governance, process, resource allocation, evaluation, and performance outcome framework that will guide the implementation of *Shifting Minds*, *Every Life* and *Achieving Balance*.
* drive performance in accordance with the Government Service Delivery Statement, *Shifting Minds,* *Every Life* and *Achieving Balance,* the QMHC Operational Plan and any new strategic or operational plans that are led by the QMHC.
* guide the development and maintenance of strategic partnerships, cross-sectoral stakeholder engagement and networks across the public, private and non-government sectors, including the Primarily Health Networks and people with lived experience and families, carers and support people.
* represent the QMHC and/or the Commissioner at both internal and external forums within and across Queensland and/or nationally, to build consensus and engage individuals, organisations and systems in the reform agenda.
* lead teams of professional policy and operational staff in a dynamic and changing environment to plan and deliver work that informs, leverages and takes forward the reform agenda.
* provide strategic leadership in the overall management of QMHC operations and provide day to day oversight and direction
* manage the QMHC Program and Operation budgets ensuring compliance with legislative, audit and governance requirements.

# Your experience and skills

Appointments in the public service are based on merit. Your skills for this role will be assessed against the **Executive** [Leadership competencies for Queensland](https://www.forgov.qld.gov.au/working-in-the-public-service/leadership-and-learning-hub/build-capability/capability-frameworks-and-strategies/leadership-competencies-for-queensland) by looking at what you’ve undertaken previously and what knowledge, skills and learned experiences you can bring to the team and the role, including your personal qualities and your potential for development.

**People with a lived and living experience of mental health challenges and mental ill-health, problematic alcohol and other drug use, and those affected by suicide and their families and carers, are all strongly encouraged to apply.**

**Applicant experience in and knowledge of human rights (specifically the *Human Rights Act 2019*) will be viewed as beneficial across all Commission roles.**

**We also encourage people from a First Nations background to make an application.**

The ideal candidate will demonstrate the following competencies as they relate to the key responsibilities of the role:

* **Vision - Leads strategically:** Thinks critically and acts on the broader purpose of the system.
* **Vision - Stimulates ideas and Innovation:** Gathers insights and embraces new ideas and innovation to inform future practice.
* **Vision - Leads change in complex environments**: Embraces change and leads with focus and optimism
* in an environment of complexity and ambiguity.
* **Vision - Makes insightful decisions:** Makes considered, ethical and courageous decisions based on insight into the broader context.
* **Results - Develops and mobilises talent:** Strengthens and mobilises the unique talents and
* capabilities of the workforce.
* **Results - Builds enduring relationships:** Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
* **Results - Inspires others:** Inspires others by driving clarity, engagement and a sense of purpose
* **Results - Drives accountability and outcomes:** Demonstrates accountability for the execution and
* quality of results through professionalism, persistence and transparency.
* **Accountability - Fosters healthy and inclusive workplaces:** Fosters an inclusive workplace where health,
* safety and wellbeing is promoted and prioritised.
* **Accountability - Pursues continuous growth**: Pursues opportunities for growth through agile learning, and development of self-awareness.
* **Accountability - Demonstrates sound governance:** Maintains a high standard of practice through governance and risk management.

**Qualifications/professional registration/other requirements**

Demonstrated skills and reform experience within either mental health, alcohol and other drugs or suicide prevention systems or services, are necessary to perform this role.

While not mandatory, a relevant qualification would also well regarded.

# Conditions and benefits

Your employment conditions are set out in the *Senior executive service – employment conditions (Directive 09/23):* [*https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/senior-executive-service-employment-conditions-directive-0923*](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/senior-executive-service-employment-conditions-directive-0923)*.*

Conditions include:

* 12.75% employer super contributions
* generous leave entitlements
* flexible working arrangements

# Interested in applying?

To enable use to assess your merit, your application should provide:

* your current resume, including the names and contact details of **two referees** with a thorough knowledge of your competencies for this role. One of the referees should be your current or immediate past supervisor
* a short statement **(no more than two pages)** demonstrating your ability to undertake the responsibilities and the requirements of the role as outlined in **‘Your experience and skills’** together with your motivation to join us.

Apply online through the Smart Jobs and Careers website ([www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/)). You will receive a   
system-generated acknowledgement that your application has been uploaded correctly.

If you are unable to apply online please contact CAA Recruitment Services on (07) 3003 2341 or (07) 3003 2336   
to enquire about alternative arrangements.

# Additional information

* The QMHC is committed to the principles and practices of equity in employment and client access, ethical conduct and workplace health and safety.
* Applications will remain current for a period of 12 months.
* Intra- and inter-state travel is a requirement of this role.
* Occasional work outside normal working hours, including weekends, may be required.
* A non-smoking policy is effective in Queensland Government buildings, offices and vehicles.
* Appointment to the role is subject to the following **pre-employment checks and disclosures**:
* To be eligible for permanent appointment to the Queensland Public Service, applicants must provide proof of Australian citizenship or permanent residency. To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia.
* Employment as a lobbyist: newly appointed employees to the Queensland public sector must disclose within one month of starting duty any previous employment as a lobbyist within the last two years.
* Applicants are advised that the QMHC may initiate a criminal history check on the preferred applicant(s) under the *Police Service Administration Act 1990*. External applicants appointed to this position will have their appointment confirmed following satisfactory performance during a three-month probationary period; in accordance with section 126 of the *Public Sector Act 2022*.
* Applicants may be required to disclose particulars of any previous serious disciplinary action taken against them in accordance with section 179A of the *Public Sector Act 2022*.
* All information submitted by an applicant for this position is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009* for personal information.