

WayAhead

WayAhead, Chief Executive Officer

Position Description

September 2022

Organisation:	WayAhead - Mental Health Association NSW Ltd.
Title:	Chief Executive Officer
Employment type:	Full time
Salary:	TBC
Location:	Pyrmont, Sydney, New South Wales
Report to:	WayAhead Board of Directors via the Chairperson
Direct Reports	WayAhead Managers and Chief of Staff

WayAhead

WayAhead (Mental Health Association New South Wales) is a non-government organisation with the vision of a future where communities thrive as a result of a more equitable culture of mental health and emotional wellbeing.

We are a long-standing not-for-profit (NFP) organisation specialising in mental and emotional health promotion that elevates the voice of lived experience to de-stigmatise and encourage help-seeking behaviours.

Our mission is that through engagement with our communities across New South Wales, we aim to help individuals make empowered choices in their mental and emotional wellbeing journey. We are also the lead partner in Collective Purpose (CP). CP is a collaboration between a group of like-minded NFP's who share office space and technology; the group also shares ideas across wellbeing, work, health, and safety (WHS), and other collaborative opportunities.

WayAhead receives the bulk of its funding from the NSW Government.

Role Description

- To implement the strategic goals and objectives of WayAhead-Mental Health Association NSW Ltd. either directly or through delegated authority.
- Enable the Board of Directors to fulfil its governance function and to act as the organisation's Company Secretary.

- Give direction and leadership towards the achievement of WayAhead’s Vision, Purpose, Values and Goals.

Duties and Responsibilities

1. Strategy and Governance

- Leads the development of organisational strategy and oversees its implementation.
- Provides oversight of best practice of governance functions.
- Acts as the interface between staff and the Board and ensures efficient secretariat support to the Board with concise reporting.
- Acts as Company Secretary which includes ensuring all legislative and statutory requirements are carried out within the required timeframe, with particular attention to the Australian Securities & Investments Commission, the Australian Charities and Not-for-profit Commission and the Australian Taxation Office, as outlined in the WayAhead Constitution and related policies.

2. Program, Project, and Service Delivery

- Oversees the operations of WayAhead, including the design, marketing, promotion, integration, delivery and quality of programs, projects, and services.
- Ensures all service delivery is evidence led and fully evaluated.

3. Financial, Risk, and Facilities Management

- Oversees the development of the annual budget and presents the budget for Board approval prior to the start of each financial year.
- Prudently manages WayAhead’s resources within approved budget, delegation and according to relevant laws, legislation, and regulations.
- Facilitates the annual financial audit.
- Supervises the commissioning and operations of relevant physical and digital facilities as required.

4. Workplace Health and Safety

- Provides a work environment that is healthy, safe, and supports the wellbeing of all staff, volunteers, clients, and visitors.
- Promotes and ensures compliance with work health and safety laws, including consulting with staff on these issues.
- Exercises duty of care to other CP member staff and visitors to the premises.

5. People and Culture

- Leads a culture that is high performing, collaborative, caring, and emphasises organisational values and continuous learning.
- Supports staff, volunteers and career progression and empowers managers to facilitate the professional and personal growth of their people, while modelling best practice.
- Takes a leadership role in ensuring that WayAhead supports staff and volunteers with lived experience.
- Effectively oversees the human resources of WayAhead according to approved personnel policies and procedures that fully conform to relevant laws, legislation, and regulations.

- Oversees the development and implementation of role KPIs and professional learning goals that align to and meet WayAhead’s strategy, operational plan, and individual work plans.
- 6. Community and Public Relations**
- Ensures WayAhead’s venture framework, programs, projects, and services are consistently presented in a strong, positive image to relevant stakeholders.
 - Oversees initiatives where WayAhead engages with community partners and stakeholders to provide a strong voice in health, welfare, legal and social reforms.
 - Ensures WayAhead is active in relevant community dialogues by having strong stakeholder engagement.
- 7. Income Generation, Fundraising, and Financial Sustainability**
- Takes the lead in working towards diversification of funding sources to enhance long-term organisational sustainability.
 - Oversees income generation and fundraising strategy, planning and implementation. This includes identifying resource requirements, researching funding prospects, establishing strategies to approach funders, submitting proposals, data collection and analysis and ensuring acquittals and other relevant documentation are completed.
 - Works closely with WayAhead's existing funding providers including NSW Health to ensure that funded projects are meeting performance targets, that reporting is in line with agreed terms, and that project variations and new project opportunities are progressed in accordance with WayAhead policies and goals.
- 8. Reporting**
- Oversees the production of the annual report to members and other stakeholders.
 - Ensures the completion of other required reports to the Mental Health Branch NSW Health, and all other funding sources as expected.
 - Has familiarity with, and ensures adherence to, the relevant funders’ guidelines.
- 9. Compliance**
- Ensures that WayAhead’s policies and procedures are regularly reviewed according to industry standards, and that relevant new operational policies are developed and adopted as required.
 - Monitors the organisation’s reporting and compliance with all statutory and funding sources. Identifies any shortcomings with WayAhead’s compliance and seeks resolution of any gaps.
 - Ensures all agendas, board papers and minutes are prepared and distributed in a timely manner to all directors prior to board meetings.
- 10. Quality Review and Continuous Improvement**
- Determines and engages in WayAhead’s quality review processes. This includes implementing a quality and continuing improvement cycle across WayAhead and ensuring that it is occurring according to agreed timeframes. Further includes, but not limited to, the regular Quality Innovation Performance (QIP) accreditation.
 - Contributes to other WayAhead’s research, evaluation, and review processes.
- 11. General Responsibilities**
- Acts in accordance with the principles of consumer empowerment and inclusion.

- Acts in accordance with WayAhead’s values, policies, and procedures.
- Promote WayAhead’s services, and encourages people, organisations, and groups to become more involved.
- Contributes to a positive culture and the general wellbeing of both WayAhead and its community.

Selection Criteria

Essential Criteria

- Relevant tertiary qualifications, or significant and demonstrated equivalent experience.
- Professional, leadership, and governance experience gained in a for-purpose organisation, or an equivalent sector.
- Demonstrated ability to develop and implement board strategies for a medium to large organisation.
- Strong knowledge of fundraising, partnership, and communication including media strategies, as well as a demonstrated ability to recognise and pursue opportunities.
- Demonstrated ability to develop rapport and relationships to support and develop teams, as well as undertake advocacy and negotiation across a wide range of stakeholders.
- Track record of obtaining and managing funding opportunities, including the management of relevant reporting and legal requirements.
- Experience working with researchers and understanding of research and evaluation methods and applying research into practice.
- Demonstrated experience leading and implementing effective organisational change management.

Desirable Criteria

- Experience supporting or participating in for-purpose Boards, in particular those relating to mental health and other related conditions (e.g. drug and alcohol, youth wellbeing, homelessness, etc).
- Has overseen and/or been directly involved in digital transformation, including eLearning.
- Proven experience in diversifying revenue streams.
- Demonstrated experience in developing quality policy, preferably on mental health and/or related issues.