

Reporting to	Chief Executive Officer
Direct Reports	International Secretariat Manager Research Manager Curriculum Manager Quality Manager
Committees	Board Quality & Risk Committee Lived Experience Advisory Group (to be established)
Employee Fraction (FTE)	Full-time 1.0 FTE
SCHADS Award Classification Level	Level 8
Location	Hybrid – 2 days in the office at 18/150 Lonsdale Street Melbourne.

1. The organisation

Mental Health First Aid International (t/a MHFA Australia) is a global health promotion charity dedicated to the provision of evidence-based education programs that increase mental health literacy, reduce stigma, and help people develop the skills they need to encourage people to seek professional help.

MHFA courses teach members of the public how to provide initial help to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

We support a global movement across 30 countries of organisations dedicated to prevention and early intervention to reduce the impact of psychological distress and mental health problems in families, communities, educational settings, and workplaces.

We are purpose driven and focussed on impact.

We are committed to health equity and to supporting priority need populations.

We exist to change and save lives every day.

2. Position Overview

The **Executive Director (ED) International Programs, Quality & Research (IQR)** has a critical role in supporting and developing MHFA programs in Australia and internationally across 30 countries. This is a newly created role that combines expanded existing functions with new responsibilities. The EDIQR is also responsible for the provision of mental health advice to support day-to-day operations in Australia and overseas. A key early priority for the ED will be to develop a strategy to expand MHFA International's in-house mental health expertise.

Key Requirements

- Demonstrated commitment to lived experience in service design and delivery.
- 'Can-do, make-do' approach aligned to the charitable purpose of MHFA International.
- 15+ years experience in clinical leadership roles, leading large and complex multidisciplinary mental health service teams.
- Deep understanding of the Australian mental health and suicide prevention sectors and international trends and issues.
- Mental health research and research translation experience.
- PhD or equivalent in mental health and/or suicide prevention.
- Experience in the delivery of training, education and continuous professional development services.
- Deep understanding and experience of quality management and experience implementing quality frameworks (e.g., ISO 9001, NSQDMHS).
- Deep understanding of clinical governance and experience continuously improving service delivery to meet the needs of consumers.
- Significant experience working with boards and directors.
- Financial literacy with significant budget and P&L experience.
- Practical 'can-do, make-do' mindset aligned to MHFA's charitable purpose.
- AICD, Governance Institute or similar qualification.

Responsibilities

Mental Health SME

- Develop and implement MHFA International's in-house mental health expertise growth strategy.
- Provide mental health subject matter expertise to all parts of the organisation.
- Review and approve media releases, public statements and other communication to ensure that the content meets mental health communication standards.

- Media spokesperson as required.
- Support the organisation to identify and manage psychosocial risks.

International Programs

- Establish and lead MHFA's new International Secretariat.
- Develop and implement MHFA's international growth, engagement and communication strategies.
- Provide day-to-day curriculum, quality and research support for MHFA programs in Australia and internationally.
- Establish and support international Special Interest Groups.
- Plan and deliver annual international/regional summits.
- Establish and support international mentoring programs.
- Protect MHFA's intellectual property.
- Monitor quality, compliance and risk in the Australian and international programs.
- Assess renewals and new applications to licence MHFA programs.

Research & Evaluation

- Develop and lead MHFA's Australian and international research program.
- Develop and maintain strong collaborative relationships with research partners in Australia and overseas.
- Present papers at Australian and international conferences.
- Develop and oversee the ongoing program of evaluation of MHFA curriculum (both internally and in partnership with external organisations).

Curriculum

- Lead the development of MHFA's portfolio of education programs.
- Develop and maintain MHFA curriculum standards and ensure all curriculum adheres to these standards.
- Use instructional design principles to establish quality standards for the design and implementation of various learning methods.
- Assess the quality of learning content developed in-house and externally by ensuring that the learning needs have been met and appropriate design principles have been utilised.

- Identify and implement learning and development solutions based on educational best practice.

Quality Management

- Design and implement MHFA’s quality management framework.
- Monitor Australian and international program quality.
- Work with Australian and international partners to improve quality program delivery.
- Report to the Board’s Quality and Risk Committee.

General

- Provide media briefings as an approved media spokesperson for MHFA.
- Foster an enabling culture of collaboration across the team, organisation and international network.
- Provide regular input to MHFA International’s Australian and international newsletters and communications.
- Report to the MHFA International Board Quality & Risk Committee.
- Effectively manage the division’s budget and P&L.

3. Core Competencies

<p>Organisational thinking</p>	<ul style="list-style-type: none"> • Promotes a shared understanding of the MHFA’s organisational needs and strategic direction to rally teams. • Sets and redefines priorities and reorganises staff within own portfolio area to increase MHFA’s organisational response capacity to internal and external demands. • Uses knowledge of MHFA’s organisational strategy and operations to handle complex situations effectively and with discretion.
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	<ul style="list-style-type: none"> • Takes ownership of compliance, ethical and other issues in order to protect MHFA’s reputation and respect its obligations.
Communicates effectively	<ul style="list-style-type: none"> • Communicates effectively and persuasively with all staff and individuals (both written and verbal). • Negotiates to deliver key results for the business. • Lives by the Values. • Effectively manages any conflicts.
Applies business acumen	<ul style="list-style-type: none"> • Understands MHFA, the brand, what we do and don’t do. • Uses advanced problem solving capabilities. • Considers commercial implications of decisions.
Delivers results	<ul style="list-style-type: none"> • Monitors performance and workflow progress, anticipates problems or obstacles and implements effective contingency plans. • Utilises project management techniques to ensure the effective execution and communications. • Balances future requirements with current needs. • Meets required deadlines with quality output.
Leadership & team management	<ul style="list-style-type: none"> • Manages workflow and ensures all stakeholders have an understanding of issues, deadlines, etc. • Motivates and builds morale. • Mentors, coaches and empowers others. • Provides back-up assistance for colleagues in their absence. • Interacts and pro-actively participates in team activities.
Builds external relations	<ul style="list-style-type: none"> • Promotes MHFA’s brand and image. • Builds effective collaborative relationships across the sector. • Establishes and strengthens relationships with both internal and external parties and fosters links in areas of mutual interest.
Complies with legislation and MHFA’s policies and procedures	<ul style="list-style-type: none"> • Complies with all relevant legislation, including and not limited to Occupational Health and Safety, Equal Opportunity, Harassment, Bullying and Privacy. • Abides by all MHFA Policies and Procedures.
Personal characteristics	<ul style="list-style-type: none"> • Adheres to MHFA’s values at all times.

4. Employment Conditions



POSITION DESCRIPTION

Executive Director International Programs, Quality & Research

The below are conditions of employment for all roles.

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to the role and every three years thereafter.
- Working with Children's Check required for identified roles.
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ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its' contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines and systems of MHFA Australia.

Employee Name:

Employee Signature:

Manager's Name:

Manager's Signature:

Date:

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.