

Role	Executive Director Strategic Relationships & Advocacy
Reporting to	Chief Executive Officer
Direct Reports	Manager, Business Development
Employment Fraction (FTE)	Full-time or 0.8 by agreement
SCHADS Award Classification Level	Level 8
Location	Level 8, 150 Lonsdale Street, Melbourne, Victoria 3000 Hybrid

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, Strategic Relationships and Advocacy (EDSRA)** is a newly created position, reflecting MHFA International's strategic intent to become more actively involved in mental health and suicide prevention sector reform efforts in Australia and overseas, with an emphasis on prevention and early intervention.

The **EDSRA** will be responsible for overseeing the development, planning, and implementation of MHFA's government, industry and public policy and advocacy programs that deliver on the organisation's strategic objectives. This includes helping MHFA International achieve its global impact and domestic reach objectives.

The role will also be responsible for identifying and developing strategic opportunities and alliances to build and strengthen the profile and reputation of MHFA International and to cultivate opportunities and lead partnership development projects for increasing the reach and growth of MHFA.

Key Requirements

- Practical 'Can-do, make-do' approach aligned to the charitable purpose of MHFA International.
- Relevant tertiary qualifications.
- Mental health clinical expertise would be an advantage.
- Extensive experience in senior government relations and public policy advocacy roles, preferably in the health or mental health sectors.
- Extensive established network across governments.
- Experience working in the NFP/charitable sector.
- Extensive experience in developing public policy submissions.
- Demonstrated skills and experience managing strategic relationships.
- Proven track record in leading, managing and motivating high performing teams with proven coaching and mentoring skills to drive success and build skills and capability.
- Demonstrated ability to build and manage relationships with internal stakeholders, to meet organisational objectives.
- Demonstrated experience managing funding agreements, commercial contracts or supplier agreements.
- Excellent communication skills both written and verbal, with an ability to work well with a range of diverse stakeholders.
- Ability to work under pressure with a high degree of autonomy.

Responsibilities

- Work collaboratively with the ED International Programs, Quality & Research.
- Develop and support the implementation of MHFA International’s Government Relations strategy and plan.
- Represent the organisation in meetings with senior government officials, members of parliament, and ministers in all jurisdictions.
- Lead cross-organisation multidisciplinary teams to develop annual pre-budget submissions for all jurisdictions.
- Identify and develop proposals for industry/sector specific initiatives across Australia and globally in collaboration with MHFA International’s partners.
- Oversee MHFA International’s public advocacy program and work in coalition with peak bodies and sector stakeholders to support state and federal reform initiatives.
- Lead the Strategic Relationships & Advocacy Team.
- Manage the SRA P&L, monitor expenditure and contribute to the annual budget development process.
- Work with the CEO to build and maintain relationships with key stakeholders in the government, private and university sectors.
- Provide strategic advice, reporting and analysis to the CEO on major activities, key issues or risks, developments, and opportunities.

3. Core Competencies

<p>Required for all MHFA Roles</p>	<ul style="list-style-type: none"> • 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.
<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.

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	<ul style="list-style-type: none"> • 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. • Takes ownership of compliance, ethical and other issues 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 organisation. • 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. • Utilizes 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 understand 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.

<p>Builds external relations</p>	<ul style="list-style-type: none"> • Promotes the 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.
<p>Complies with legislation and MHFA’s policies and procedures</p>	<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.
<p>Personal characteristics</p>	<ul style="list-style-type: none"> • Always adheres to MHFA’s values.

4. Employment Conditions

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.