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| **Appointments to the Victorian Collaborative Centre for Mental Health and Wellbeing Board**  Information pack for applicants |

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Department of Health

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# Information for applicants

## Introduction

This document provides information to candidates who are interested in applying for a role on the Victorian Collaborative Centre for Mental Health and Wellbeing board (‘the board’).

This information should be read along with the position description for the role of board member or board chairperson **(below)**.

## Application process

Vacancies for board positions will be advertised on the [Boards Victoria website](https://www.boards.vic.gov.au/contact-us) <https://www.boards.vic.gov.au>, the [SHK website](https://www.shk.com.au/) <https://www.shk.com.au/jobs> and on LinkedIn, as well as through a range of other relevant sector organisations and discussion groups.

Assistance is available if you are unable to access the internet or the Boards Victoria website.

### Accessibility and support

SHK will assist all applicants to ensure the appointment process is accessible and inclusive.

If you need further information or assistance about the application for board member and/or chairperson roles, please phone Penny Wilson, Senior Partner at SHK on (03) 8620 8017 or Nicola Rivetter on (03) 8620 8089, using the National Relay Service 13 36 77 if required. Alternatively, you can email [nicola.rivette@shk.com.au](mailto:nicola.rivette@shk.com.au)

### Confidentiality and privacy

The selection process and all matters relating to it are strictly confidential.

All personal information received will be handled in accordance with the **Privacy and Data Collection Act 2014**.

## How many board members will be appointed?

Between seven and 10 board members will be appointed through this process. This will include the chairperson and deputy chairperson.

This will also include at least four people who identify as having a lived experience of mental illness or psychological distress: at least two who bring a consumer perspective and at least two who bring a family, carer or supporter perspective.

Once appointed, the board will be supported by a broader network of lived experience leaders and advisors to ensure the board upholds lived experience at the core of all decision making for the Collaborative Centre.

## How are ‘lived experience’ and ‘lived experience leadership’ defined?

Section 11 of the Collaborative Centre Act defines ‘**lived experience**’ through requiring that:

* at least 2 members of the board are persons who identify as experiencing, or as having experienced, mental illness or psychological distress; and
  + at least 2 members of the board are persons who identify as caring for or supporting, or as having cared for or supported, a person with mental illness or psychological distress.

This is in line with the definition of ‘lived experience’ from the final report of the Royal Commission into Victoria’s Mental Health System.

The board will be required to demonstrate ‘**lived experience leadership’**. This involves experience in working and leading from a lived experience perspective (consumer or carer) and applying that perspective to context of the establishment and operations of the Collaborative Centre. Experience as an executive leader with a lived experience (consumer or carer) will be highly regarded.

**Lead experience leadership skills include:**

* + - * the ability to apply personal experience as a consumer and/or carer to system-level insights;
      * the ability to represent and consider varied consumer and/or carer lived experiences of mental illness or psychological distress;
      * experience working (paid or unpaid) in lived experience settings, for example within lived experience advocacy, policy, peer work, consumer or carer consulting, research or academia;
      * recognition within lived experience communities or contribution to the consumer and/or carer movements; and/or
      * drawing on diversity of lived experiences, such as experiences of the public mental health system, involuntary treatment or restrictive intervention, lived and living experience of suicide, trauma and substance use or addiction, and/or experiences as an Aboriginal or culturally diverse consumer or carer.

No board member is expected to demonstrate all of these skills; however, all of these facets should be represented within the board as a whole.

## How long does the process take?

From beginning to end the process will take approximately three months.

Applications open 17 January 2021 and close on 8 February 2022. If you cannot meet that deadline and require more time, please contact SHK as above.

Shortlisting and interviews will take place in early March 2022.

Appointments are expected to be made by the end of April 2022. The final stages of appointments may take some time or be delayed, due to formal processes.

## What should I include in my application?

### Cover letter, application form and résumé

To help us assess your application you should:

* complete the application form attached to this information pack as a word document
* attach your résumé (also known as your CV)
* attach a cover letter that explains why you are a suitable candidate for the role of board member and/or chairperson.

Your résumé and cover letter should highlight the skills, knowledge and experience you have that are relevant to the selection criteria outlined in the position description.

If you wish to apply for both a board member role and the chairperson role, please indicate this on your cover letter, ensuring you address the selection criteria associated with both roles in your application.

If you wish to, you may identify as having a lived experience of mental illness or psychological distress on your application form. If you identify has having a lived experience you do **not** need to select ‘lived experience leadership’ as one of your core skills.

You should also provide contact details for two referees who have knowledge of your capabilities and experience and can support your application.

Please apply online. If you can’t apply online, you must send by email to [nicola.rivette@shk.com.au](mailto:nicola.rivette@shk.com.au) at SHK, which is the agency assisting the Victorian Government with this process, with the subject reference 7530.

## Position terms and conditions

Board members will be appointed by the Governor-in-Council upon the recommendation of the Minister for Mental for Mental Health, The Hon. James Merlino.

Membership will be for a term of up to three years, and board members will be eligible for reappointment for up to an additional two terms.

### Mandatory vaccination policy

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its workers and clients.

As such, board members are required to be fully vaccinated against COVID-19 as a condition of their appointment. This requirement applies unless they have a medical condition which means they cannot be vaccinated against COVID-19.

The department will ask any prospective Board member as part of the pre-appointment check process to provide proof of their COVID-19 vaccination status prior to the appointment being made. If a prospective employee has a relevant medical condition which means they cannot be vaccinated against COVID-19, they should contact the department to discuss their individual circumstances.

## Anticipated time commitment

Board members are required to give an active commitment to establishing the new Collaborative Centre and be available to prepare for and attend meetings and respond to correspondence.

The inaugural board member role will require a substantial commitment of time and effort during the first 12–18 months of the appointment. The time commitment of board members during this period may be 3 or more full days per month. The time commitment of the chairperson during this period may be 8–12 days per month.

After the conclusion of the establishment period, the time commitment of board members is anticipated to be 1–2 full days per month for members and 3–4 full days per month for the chairperson.

With the exception of board and committee meetings, much of this work can be undertaken flexibly and remotely. Meetings may be held in person or via videoconference at the discretion of the chairperson and considering preferences and requirements of the members.

### Meeting attendance

Board members are required to attend at least 75 per cent of board meetings. Board meetings will be held monthly.

## What skills do I need to apply?

When you apply, you will be asked to demonstrate between 1 and 3 skills that you bring from the list below. Some applicants may possess more than three of the skills described – please select the three that you think are most relevant for this role.

### Tier 1 – Specialist skills necessary for a board

* **Lived experience leadership (consumer):** Experience working and leading from a lived experience perspective and applying that perspective to the context of the establishment and operations of systemic reform, ability to consider and represent diverse lived experiences, and/or experience working (paid or unpaid) in lived experience settings, for example within advocacy, policy, peer work, consumer consulting, research or academia.
* **Lived experience leadership (carer):** Experience working and leading from a lived experience perspective and applying that perspective to the context of the establishment and operations of the Collaborative Centre.Ability to consider and represent diverse carer lived experiences, and/or experience working (paid or unpaid) in lived experience settings, for example within advocacy, policy, peer work, carer consulting, research or academia.
* **Registered clinician:** Qualifications in a relevant clinical field (such as medicine, nursing, allied health).
* **Mental health sector knowledge:** Expertise in clinical and/or community mental health services, including in senior management, direct practice or lived experience as a consumer or carer.
* **Corporate governance:** Experience and working knowledge of the roles, duties and obligations of non-executive directors.
* **Innovation and system transformation:** Ability to drive system reform within health or human service contexts.
* **Financial management and accounting:** Professional expertise adequate to meet the requirements of the *Financial Management Act 1994* and the accompanying Standing Directions of the Minister for Finance.
* **Audit and risk management:** Expertise in examining financial reports and responding to strategic, financial, operational and reputational risks.
* **Law:** Relevant legal qualification and experience.
* **Research (mental health or social sciences):** Contribution to mental health, health, medical and/or social sciences research, including a working knowledge of the health and/or medical research sector.
* **Clinical governance:** Experience in the application of clinical governance systems and the provision of safe clinical care that upholds the human rights of patients/consumers and their families.

### Tier 2 – Specialist skills important for a board

* **Aboriginal health and wellbeing:** Understanding of the Aboriginal community controlled health sector and the concepts of Aboriginal social and emotional wellbeing. Experience and/or knowledge in advancing Aboriginal and Torres Strait Islander peoples’ right to practice self-determination and improving services to ensure they are culturally safe and responsive for Aboriginal and Torres Strait Islander peoples.
* **Community services sector knowledge:** Knowledge and understanding of community services including alcohol and other drug, housing and homelessness, community legal and other sectors.
* **Workforce development, learning and teaching:** Understanding of workforce capability building, learning and development, particularly within mental health contexts.
* **Asset management:** Experience overseeing the planning, management and renewal of major assets.
* **Communications and stakeholder engagement:** Understanding of effective stakeholder engagement and communications, including accessible and transparent communications.
* **Human resources management:** Knowledge of workforce management, leadership development and positive workplace culture.
* **ICT strategy and governance:** Expertise in managing information and communications technology, data management and/or data security.
* **Diverse perspectives:** Ability to draw on and/or engage with insights from diverse perspectives in terms of gender, cultural background, sexuality, ability, and age.

## Conflicts of interest

Board members will be required to disclose any financial interests or other interests that could conflict with the proper performance of their duties or potentially present a significant risk to the operation of the board.

All applicants are required to complete a ‘Declaration of private interests’ form prior to their initial appointment, annually during the term of appointment, and whenever there is a material change in their interests.

You will be asked to complete this declaration if you are considered for recommendation to appointment.

The declaration form asks you to tell the Department of Health (the Department) about any financial or other private interests that could conflict with the proper performance of your duties.

You should clearly identify any conflicts of interest that may arise if you are appointed to the board and specify how any conflict will be managed.

## Legal obligations

Board members have legal obligations and duties under common law and under the constituting legislation, being the **Victorian Collaborative Centre for Mental Health and Wellbeing Act 2021**, the **Public Administration Act 2004** and any other relevant state and federal legislation.

Board members are also bound by the **Code of Conduct for Directors of Victorian Public Entities** available [here](https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/): <https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors>.

## Remuneration

A member of the board is entitled to receive the remuneration and allowances that are fixed from time to time by the Department of Premier and Cabinet and the Governor-in-Council.

Remuneration will be approved by the Governor-In-Council once appointments are made.

Provisional remuneration rates (pending final approval) put the Collaborative Centre within Group A, Band 4 Victorian Public Sector Commission’s **Appointment and remuneration guidelines for Victorian government boards statutory bodies and advisory committees** and, in accordance with these guidelines, provisional annual remuneration is likely to be in the following range:

* $11,353 to $21,323 for board members
* $18,922 to $53,254 for the chairperson.

This will be fixed by the Governor-in-Council, on a sessional basis for attendance at board meetings and for other associated duties.

Superannuation obligations will be paid to members appointed to the board in accordance with the Commonwealth’s **Superannuation Guarantee (Administration) Act 1992**.

## Public sector employees

Public sector employees include people employed in the service of the State of Victoria by:

* a government department
* a statutory body, instrumentality
* public bodies such as public hospitals
  + local government.

Employees of universities and schools are not considered public sector employees for the purposes of remuneration.

For further information on public sector employees, refer to the [**Public Administration Act**](http://www.ssa.vic.gov.au/CA2571410025903D/WebObj/PAAAct2004/$File/PAAAct2004.pdf) **2004**.

Public sector employees, whether full time or part time, are only eligible for remuneration in certain circumstances, as outlined in the appointment and remunerationguidelines.

Applicants who are public sector employees will be required to provide a letter from their employer indicating:

* approval to undertake the position
* specific details regarding their employment such as:
  + - management responsibilities
    - budgetary responsibilities
    - policy interaction with the employer
    - level of remuneration
      * whether there is any conflict of interest between the appointment and their current employment.

A copy of the job description must accompany the employer letter.

## What happens once I have applied?

### Shortlisting and interviews

Once the closing date for applications has passed, all applications will be reviewed and assessed against the requirements for the role. Interviews from candidates who were contacted directly may begin before the closing date.

Interviews will be conducted by a selection panel that includes carer and consumer lived experience representatives.

Candidates will be assessed against the criteria in the position descriptions and their ability to work effectively on a board, according to the values and behaviours applicable to the Victorian public sector.

In addition, candidates for the role of chairperson will need to demonstrate significant experience in chairing or leading formal committees or boards.

The selection panel will then decide which applicants will be shortlisted.

Shortlisted applicants may be asked to attend a panel interview and will be contacted by phone or email to arrange a suitable date and time.

During an interview, the selection panel will ask you a series of questions to further assess your suitability.

Interview questions will focus on the selection criteria and will ask you to reflect on your capabilities and talk about specific situations you may have encountered in the past.

Following interviews, the selection panel will determine which applicants progress to the next stage.

### Safety screening and probity checks

All appointments and reappointments to the board are subject to the satisfactory completion of safety screening and probity checks, specifically:

* an Australian Securities and Investments Commission (ASIC) disqualification register check
* a National Personal Insolvency Index check through the Australian Financial Security Authority
  + a national criminal records history check.

If you have lived overseas for more than one year in the past 10 years you will also be subject to an international police check.

If you are shortlisted, you will be asked to complete a form so a national police check can be undertaken. We will send this form to the email address used as part of your application. You must complete the form and provide four forms of identification.

You may be asked to bring your identity documentation if you attend an interview.

## When will I know the outcome of my application?

All applicants will be contacted by email or phone as soon as possible once an outcome has been reached and after each stage of the selection process.

If you are recommended for appointment to the board, you will be formally advised of your appointment details in writing. This may take some time after you are notified.

**More information**

If you have general questions about the appointment process after reading this information, please contact Penny Wilson, Senior Partner on 03 8520 8017 or Nicola Rivette, Executive Team Assistant at SHK on (03) 8620 8089 or via the switchboard on (03) 8620 8000 using the National Relay Service 13 36 77 if required (free call), or by emailing nicola.rivette@shk.com.au.

# Checklist

* You have completed the **Candidate Application Form** and lodged it on shk.com.au (cover application to be lodged as ‘cover letter’. This is preferred as you will receive an auto email receipt (check ‘spam’ folders)

If you can’t use the website, [email to SHK](mailto:email%20to%20SHK) <nicola.rivette@shk.com.au> with the subject reference 7530 – look for a reply within 7 days

* You have provided a **résumé** that includes:
  + - Full name and address
    - Phone number and email address
    - Employment and/or volunteering history
    - Education history
    - Information about past or current membership of any Commonwealth or Victorian Government public entities, statutory bodies or advisory committees
    - Information about past or current membership of any non-government bodies (for example, board or committee memberships)
* You have provided contact details for two referees (on the **Application Form**) including:
  + - Full names
    - Their relationship to you
    - Phone numbers
    - Email addresses
* You have nominated your preferred category of membership on the **Application Form**:
  + - Board member
    - Board member or Chairperson/Deputy Chair
    - Chairperson only

# **Victorian Collaborative Centre for Mental Health and Wellbeing: Board member position description**

## Overview of the Collaborative Centre

The Victorian Collaborative Centre for Mental Health and Wellbeing (the Collaborative Centre) will:

* lead best practice for the inclusion of people with lived experience across the mental health system
* conduct interdisciplinary research to guide new treatments and services and models of care and support to inform service delivery, policy and law making ​
* provide treatment, care and support to adults in a local area
* educate the mental health workforce through practice improvement, training and professional development​.

The Collaborative Centre was the very first recommendation made by the Interim Report of the Royal Commission into Victoria’s Mental Health System.

Legislation to establish the Collaborative Centre, the **Victorian Collaborative Centre for Mental Health and Wellbeing Act 2021** (the Collaborative Centre Act) passed in the Victorian Parliament in November 2021. This legislation is unique in that it provides for representation of people with consumer and carer lived experiences on the skills-based board and an innovative co-director model of executive leadership.

Further detail on the Collaborative Centre can be found here: <https://www.mhrv.vic.gov.au/interim-recommendation-1-victorian-collaborative-centre-mental-health-and-wellbeing>

You can read the Collaborative Centre Act here: [https://www.legislation.vic.gov.au](https://www.legislation.vic.gov.au/)

## Role of the board

To meet the vision of the Royal Commission, Collaborative Centre board will need to have the right mix of skills and qualities to enable strong and adaptive leadership. The board will be dedicated to creating a new and innovative entity that will enable continuous improvement of the mental health and wellbeing system. The board will also show a shared commitment to full and effective participation of people with lived experience and their families, carers and supporters.

The board will drive cultural change within the Collaborative Centre and across the new mental health and wellbeing system.

The role of the Collaborative Centre board is to:

* set the strategic direction and priorities of the Collaborative Centre
* establish a governance framework for the centre and monitor compliance with that governance framework
* prepare strategic plans and statements of priorities
* advise the Minister and the Secretary of any significant decisions of the Board and issues of public concern or risk
* monitor the performance of the centre and its Directors
* determine, in consultation with the Secretary, priorities for research in the mental health and wellbeing;
* establish committees to assist or advise the board
* determine standards and indicators to assess each Director's performance of their duties
  + throughout all of its functions, model exemplary practice for the full and effective participation and inclusion of people with lived experience, including experiences of mental illness and psychological distress, suicide and substance use or addiction and families, carers and supporters.

Board members are appointed by the Governor in Council on recommendation of the Minister for Mental Health. They should be Australian citizens or permanent residents and preferably residents of Victoria. They are selected for the skills, experience and attributes from their personal and professional life.

### Values, attributes and perspectives required

All board members will:

* share a commitment to rebuilding a new mental health and wellbeing system​
* approach reform with curiosity and courage to think outside known models of mental health across service delivery, research and training​
* commit to collaboration, listening to different perspectives, sharing power, and sitting with discomfort​
* be open to continual learning and reflection ​
* hold respect, humility and compassion​
* commit to human rights, cultural safety and Aboriginal self-determination
* recognise that lived and living experience (consumer and carer) is fundamental expertise required for the new mental health and wellbeing system​.

### Essential requirements

Under the requirements outlined in the Collaborative Centre Act, the members of the board must be appointed by the Governor in Council on the recommendation of the Minister for Mental Health.

In making a recommendation to the Governor in Council, the Minister must be satisfied that:

* at least 2 members of the board are persons who identify as experiencing, or as having experienced, mental illness or psychological distress, and
  + at least 2 members of the board are persons who identify as caring for or supporting, or as having cared for or supported, a person with mental illness or psychological distress.

A person is not eligible to be appointed to the board if the person is a member of the Parliament of Victoria, of another State or a Territory or of the Commonwealth.

**Key Selection Criteria**

In addition to demonstrating up to three of the skills outlined on page 3-4 of this information pack, the following Key Selection Criteria will be used to assess candidates for the Collaborative Centre board.

* Demonstrated experience of five or more years at a senior level in providing leadership within one or more of the following areas:
  + - lived experience advocacy and/or leadership
    - mental health, health or community health service delivery and clinical practice
    - public policy
    - mental health, social sciences or other related research fields
    - corporate governance
    - clinical governance
    - legal practice
* Experience in working collaboratively towards a common goal with other leaders within and outside of your area of expertise.
  + Capability to drive innovation, strategically shape and sustain an organisation’s direction, culture, services and governance.

## Position terms and conditions

### Meeting attendance

Board members must attend a minimum of 75 per cent of board meetings.

### Conflicts of interest

Board members are required to disclose any pecuniary interests or other interests that could conflict with the proper performance of their duties or potentially present a significant risk to the operation of the board.

Board members must complete a ‘Declaration of private interests’ form prior to their initial appointment, annually during the term of appointment, and whenever there is a material change in their interests.

### Legal obligations

Board members have legal obligations and duties under common law and under the constituting legislation, **being the Victorian Collaborative Centre for Mental Health and Wellbeing Act 2021**, the **Public Administration Act 2004** and any other relevant state and federal legislation. Board members are also bound by the **Code of conduct for directors of Victorian public entities** issued by the Collaborative Centre for Mental Health and Wellbeing.

### Remuneration

A member of the board is entitled to receive the remuneration and allowances that are fixed from time to time by the Department of Premier and Cabinet and the Governor-in-Council.

Provisional remuneration rates (pending final approval) put the Collaborative Centre within Group A, Band 4 Victorian Public Sector Commission’s **Appointment and remuneration guidelines for Victorian government boards statutory bodies and advisory committees** and, in accordance with these guidelines, provisional remuneration for board members is likely to be in the range of $11,353 to $21,323.

Once appointments are made, this will be fixed by the Governor-in-Council, on a sessional basis for attendance at board meetings and for other associated duties.

Public sector employees, whether full time or part time, are only eligible for remuneration in certain circumstances as outlined in the appointment and remuneration guidelines.

### Privacy and probity

The Department of Health affirms that the collection and handling of applications and personal information will be consistent with the requirements of the [**Privacy and Data Protection Act 2014**](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst9.nsf/DDE300B846EED9C7CA257616000A3571/9127116BDB6F654ACA257F150083AFDA/$FILE/14-60aa005%20authorised.pdf)*.*

# **Victorian Collaborative Centre for Mental Health and Wellbeing: Board chairperson position description**

## Overview of the Collaborative Centre

The Victorian Collaborative Centre for Mental Health and Wellbeing (the Collaborative Centre) will:

* lead best practice for the inclusion of people with lived experience across the mental health system
* conduct interdisciplinary research to guide new treatments and services and models of care and support to inform service delivery, policy and law making ​
* provide treatment, care and support to adults in a local area
* educate the mental health workforce through practice improvement, training and professional development​.

The Collaborative Centre was the very first recommendation made by the Interim Report of the Royal Commission into Victoria’s Mental Health System.

Legislation to establish the Collaborative Centre, **Victorian Collaborative Centre for Mental Health and Wellbeing Act 2021** (the Collaborative Centre Act) passed in the Victorian Parliament in November 2021. This legislation is unique in that it provides for representation of people with consumer and carer lived experiences on the skills-based board and an innovative co-director model of executive leadership.

Further detail on the Collaborative Centre can be found here: <https://www.mhrv.vic.gov.au/interim-recommendation-1-victorian-collaborative-centre-mental-health-and-wellbeing>

You can read the Collaborative Centre Act here: [https://www.legislation.vic.gov.au](https://www.legislation.vic.gov.au/)

## Role of the board

To meet the vision of the Royal Commission, Collaborative Centre board will need to have the right mix of skills and qualities to enable strong and adaptive leadership. The board will be dedicated to creating a new and innovative entity that will enable continuous improvement of the mental health and wellbeing system. The board will also show a shared commitment to full and effective participation of people with lived experience and their families, carers and supporters.

The board will drive cultural change within the Collaborative Centre and across the new mental health and wellbeing system.

The role of the Collaborative Centre board is to:

* set the strategic direction and priorities of the Collaborative Centre
* establish a governance framework for the centre and monitor compliance with that governance framework
* prepare strategic plans and statements of priorities
* advise the Minister and the Secretary of any significant decisions of the Board and issues of public concern or risk
* monitor the performance of the centre and its Directors
* determine, in consultation with the Secretary, priorities for research in the mental health and wellbeing;
* establish committees to assist or advise the board
* determine standards and indicators to assess each Director's performance of their duties
  + throughout all of its functions, model exemplary practice for the full and effective participation and inclusion of people with lived experience, including experiences of mental illness and psychological distress, suicide and substance use or addiction and families, carers and supporters.

Board members are appointed by the Governor in Council on recommendation of the Minister for Mental Health. They should be Australian citizens or permanent residents and preferably residents of Victoria. They are selected for the skills, experience and attributes from their personal and professional life.

## Role of the chairperson

The chairperson of the Collaborative Centre Board will provide leadership and management of the board.

As chairperson, it is expected that you work closely with the new board, lead the Collaborative Centre’s strategic direction, oversee implementation of plans and priorities, and ensure lived experience is represented at the core of research, research translation, clinical practice and workforce development.

You will be responsible for shaping the culture, reputation, effective relationships and operating environment of the board and the Collaborative Centre. You will be a key figure within the mental health and wellbeing sector.

As chairperson, you will also manage strategic relationships with the Minister for Mental Health and the Secretary of the Department.

The chairpesron will be selected for their skills, experience and competencies they have developed from their personal and professional activities.

Expectations of chairperson:

* commit the time required to fully exercise the duties required of the position (estimated at approximately 1 day per week), including:
* review agenda items, board papers and minutes; and
* represent the Collaborative Centre at events or on relevant advisory and/or planning bodies
* be familiar with recommendations and findings from the Commission in its interim and final reports
* develop positive and productive relationships with the department, stakeholders, and local communities
* adhere to the relevant obligations and duties set out in the Victorian Public Sector Commission’s (VPSC) Directors’ Code of Conduct2 and the department’s Director’s Toolkit3 (namely the ‘conduct, ethics and fiduciary duties’ and ‘statutory duties’ chapters). Undertake any training and development required in order to fully discharge their responsibilities.
* a more intensive time commitment will be required during the initial establishment phase of the Collaborative Centre

### Values, attributes and perspectives required

All board members will:

* share a commitment to rebuilding a new mental health and wellbeing system​
* approach reform with curiosity and courage to think outside known models of mental health across service delivery, research and training​
* commit to collaboration, listening to different perspectives, sharing power, and sitting with discomfort​
* be open to continual learning and reflection ​
* hold respect, humility and compassion​
* commit to human rights, cultural safety and Aboriginal self-determination
* recognise that lived and living experience (consumer and carer) is fundamental expertise required for the new mental health and wellbeing system​.

### Essential requirements

Under the requirements outlined in the Collaborative Centre Act, the members of the board must be appointed by the Governor in Council on the recommendation of the Minister for Mental Health.

A person is not eligible to be appointed to the board if the person is a member of the Parliament of Victoria, of another State or a Territory or of the Commonwealth.

**Key Selection Criteria**

Candidates for the role of chairperson will need to demonstrate significant experience in chairing or leading formal committees or boards.

In addition to demonstrating up to three of the skills outlined on page 3-4 of this information pack, the following Key Selection Criteria are will be used to assess candidates for the chairperson of the Collaborative Centre board.

* + **Leadership and management:** Experience at an executive level leading teams and formulating strategy, generating and shaping ideas, and ensuring decisions and actions are guided by and align with Victorian public sector values and behaviours.
  + **Governance:** A working knowledge at a senior level of administrative law and/or the regulatory environment, preferably related to health, mental health, community or human services, and demonstrated commercial acumen, together with extensive knowledge and understanding of user experience, public sector administration and governance and how it relates to public entities and their legislative requirements.
  + **Strategic thinking and planning:** Demonstrated experience at an executive level strategically shaping and sustaining an organisation’s direction, culture, services and good governance.
  + **Financial management and analysis:** Strong strategic financial, budget and business management experience ideally in a government environment.

## Position terms and conditions

The Governor in Council, on the recommendation of the Minister for Mental Health, The Hon, James Merlino, must appoint a member of the board to be the chairperson. The appointment will be for a term of up to three years. The chairperson is eligible for reappointment, for a period no longer than 9 years unless under exceptional circumstances as determined by the Minister.

### Meeting attendance

The chairperson must attend a minimum of 75 per cent of board meetings including any subcommittee meetings.

### Conflicts of interest

The chairperson is required to disclose any pecuniary interests or other interests that could conflict with the proper performance of their duties or potentially present a significant risk to the operation of the board. The chairperson must complete a ‘Declaration of private interests’ form prior to their initial appointment, annually during the term of appointment, and whenever there is a material change in their interests.

### Legal obligations

A chairperson has legal obligations and duties under common law and under the constituting legislation, being the ***Victorian Collaborative Centre for Mental Health and Wellbeing Act 2021****,* the**Public Administration Act 2004** and any other relevant state and federal legislation. A chairperson is also bound by the **Code of conduct for directors of Victorian public entities** issued by the Collaborative Centre for Mental Health and Wellbeing.

### Remuneration

A member of the board is entitled to receive the remuneration and allowances that are fixed from time to time by the Department of Premier and Cabinet and the Governor-in-Council.

Remuneration will be approved by the Governor-In-Council once appointments are made.

Provisional remuneration rates (pending final approval) put the Collaborative Centre within Group A, Band 4 Victorian Public Sector Commission’s **Appointment and remuneration guidelines for Victorian government boards statutory bodies and advisory committees** and, in accordance with these guidelines, provisional remuneration is likely to be in the range of $18,922 to $53,254 for the chairperson.

This will be fixed by the Governor-in-Council, on a sessional basis for attendance at board meetings and for other associated duties.

Public sector employees, whether full time or part time, are only eligible for remuneration in certain circumstances, as outlined in the appointment and remuneration guidelines.

### Privacy and probity

The Department of Health affirms that the collection and handling of applications and personal information will be consistent with the requirements of the [**Privacy and Data Protection Act 2014**](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst9.nsf/DDE300B846EED9C7CA257616000A3571/9127116BDB6F654ACA257F150083AFDA/$FILE/14-60aa005%20authorised.pdf)*.*

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