



POSITION DESCRIPTION

Position Title	State Manager, Tasmania
Location	Launceston or Hobart, Tasmania
Remuneration	To be negotiated
Relevant Award	Conditions as per Social Community Home Care and Disability Services Industry Award 2010
Current effective date	January 2012
Next review date	January 2013
Accountable to	Chief Executive Officer, Aspire
Contract	Full time, on going

Background

Aspire, a Pathway to Mental Health Inc. is a community sector organisation that provides services in the mental health sector across Tasmania and in the Southwest of Victoria.

Aspire was established in 1989. In 1995, it was funded by the Department of Human Services (Victoria) to deliver a range of programs in SW Victoria under the Psychiatric Disability and Rehabilitation Service framework. The services in Victoria have been expanded to include carer support, SRS support, peer support, a volunteers program, mental health promotion and education programs and respite.

In 2005, Aspire was contracted by the Department of Health and Human Services (Tasmania) to provide rehabilitation and support services across Tasmania. The services in Tasmania have been expanded to include carer support, mental health promotion and education and early intervention programs.

In the SW Victoria, Aspire has offices in Warrnambool, Camperdown, Portland and Hamilton. In Tasmania, Aspire has main offices in Launceston, Hobart and Burnie with regional offices on the East and West Coasts.

Context

In Tasmania, Aspire employs approximately 25 staff across three main offices and provides:

- Rehabilitation and recovery services to adults living in the community with a serious mental illness
- Carer support services to adults living with or in a relationship with a person with a serious mental illness
- Mental health promotion and education programs to children and adults in the community
- Projects to facilitate early intervention, social connectedness and inclusion

Purpose of Position

To provide all aspects of management of the services provided by the organisation in Tasmania.

Key Accountabilities

The State Manager, Tasmania will be accountable for all aspects of management of the services provided including those delegated to other staff. These include:

- Managing the day to day activities of services provided
- Ensuring all services are provided within a framework of best practice and that staff are adequately resourced and trained to achieve this
- Managing the financial resources of services provided with the support of the Business Manager
- Managing staff recruitment, retention, supervision and professional development
- Ensuring compliance with all reporting requirements
- Identifying and actively pursuing business and funding opportunities to support or expand services provided in Tasmania with the support of the CEO
- Representing the organisation, managing stakeholder relations and liaison with nominated representatives of funding bodies, relevant external service providers and peak bodies with the support of the CEO
- Actively contributing to the executive management of the organisation including pursuit of the strategic plan and direction, development and review of the organisations continuous improvement framework (including policies and procedures), achievement and maintenance of and compliance with accreditation (QICSA) and other activities as required
- Agreeing to the development of a professional development plan

Outcomes

Satisfactory achievement of KPI's, negotiated annually, with respect to:

- Provision of services in Tasmania
- Operation within budget
- Provision of reporting both internally and externally
- Contribution to executive management of organisation
- Pursuit of professional development plan

Communication

The position will:

- Be provided with regular supervision and support from the CEO and externally if and as required
- Provide regular verbal and written reports to the Aspire CEO and through the CEO to the Board and as required.
- Represent the organisation to and liaise with external organisations as required
- Maintain databases and other documentation relevant to the role

Selection Criteria

- Formal qualifications relevant to the sector and service management
- Knowledge and understanding of:
 - The principles and concepts of mental health rehabilitation and recovery
 - Legislation relevant to the provision of services in the mental health sector
 - Contract management
 - Workforce management
- Proven experience in planning, implementation and evaluation of community sector mental health services.
- Experience in the provision of mental health promotion, prevention and early intervention
- Highly developed communication skills, team work, community consultation, liaison, interagency partnership.
- Capacity to deliver or facilitate professional development matched to organisational outcomes
- Excellent computer literacy.
- Current Tasmanian Drivers License.
- Successfully undertake a Tasmanian Police check.

Equal Employment Opportunity

Aspire is committed to Equal Employment Opportunity (EEO) and providing a working environment free from discrimination, intimidation, victimisation and harassment (direct or indirect). Aspire applies EEO principles to all recruitment and selection activities.

Aspire via its EEO and Anti-Discrimination Policy aims to create an environment where all workers are valued and respected, and have opportunities to develop their full potential and pursue a career path of their choice.

Occupational Health and Safety

Aspire is committed to providing a safe and healthy working environment. The organisation believes that all illnesses and injuries can be prevented and supports early intervention in the rehabilitation process. The organisation will adhere to all relevant laws and regulations regarding safety and implement a comprehensive Occupational Health & Safety Program focused upon consultation and continuous improvement.