

# Mental Health Foundation (ACT)

## Position Description

<b>Position Title</b>	Corporate Services Manager
<b>Reports to</b>	Chief Executive Officer
<b>Roles Reporting to this Role</b>	nil
<b>Key Relationships</b>	Business Development Manager; Finance Manager; Operations Supervisor; Administration Support; Frontline Staff, and compliance auditors.
<b>Location</b>	Chifley   Remote flexibility
<b>Terms</b>	Contract Part Time

## Objectives of this Position

This position is part of the Management Team and is responsible for liaising with all relevant internal and external stakeholders of Mental Health Foundation ACT (MHF) in maintaining back of house services that support the operations of MHF. These supports include organisation development, risk and quality management, implementing MHF governance framework, human resource management, information and communications technology management, administrative management and other projects.

## Qualifications and Skills

### Non-Negotiable Qualifications and Skills

- High level of communication skills including written skills, negotiation, interpersonal skills, as well as demonstrated ability to problem solve, and utilise judgement and discretion in providing customer service
- High level of computer literacy with proven efficiency in the use of Microsoft Office suite and network operations
- High level of organisational skills including ability to effectively prioritise a dynamic workload within agreed timeframes
- Proven ability to work independently, exercise initiative and judgement and to work in a team environment

## Main Responsibilities

- Maintain Accreditations - i.e., against the National Standards for Mental Health Services (NSMHS); and the National Disability Insurance Scheme Quality Indicators (QI).
- Oversee compliance with reporting and other obligations under the NSMHS, QI and ACT Government contracts.
- Oversee human resources functions
- Implement and maintain appropriate continuous quality improvement systems and strategies.
- Represent MHF on appropriate networks, inter-agency and advisory bodies that align with the MHF Strategic Plan.
- Assist the CEO with other organisational projects as required.

## Conditions

- All employees of MHF, whether paid or unpaid are required to abide by MHF's Code of Conduct
- All employees of MHF, whether paid or unpaid are required to hold a current ACT Working with Vulnerable People Card with a NDIS Worker Screening check

## Acknowledgement

I, <Name> acknowledge that I have read and understand the contents of this Position Description and:

- Confirm I have the relevant qualifications, skills and experience set out as non-negotiables
- Confirm I have read the MHF Code of Conduct and agree to abide with its content

-----  
Name

-----  
Signature

-----  
Date