



JOB DESCRIPTION FORM

HSS Registered

Position number	00008858
Position title	Manager - Registrar Mental Health Tribunal
Classification	Level 7
Employment Instrument	Public Service and Government Officers CSA General Agreement
Registration date	October 2019
Employing Authority	Mental Health Commission
Key objectives of the Mental Health Tribunal	<p>The Mental Health Tribunal Western Australia (Tribunal) is an independent statutory tribunal established under the <i>Mental Health Act 2014</i> (WA) (Act). The Tribunal's primary role is to safeguard the rights of involuntary patients receiving psychiatric treatment without informed consent in Western Australia. The Tribunal reviews every involuntary treatment order in Western Australia shortly after it is made, and then every three months thereafter. The Tribunal also determines a range of other applications, including applications to administer electroconvulsive therapy and psychosurgery.</p> <p>The Tribunal's Registry is established under the Act and is comprised of staff employed by the Mental Health Commission (MHC). The MHC is an Equal Opportunity Employer and encourages Aboriginal and Torres Strait Islander peoples to apply. MHC value the uniqueness of individuals who may vary in many different ways, including ethnicity, culture, national origin, social class, gender, age, religious belief, sexual identity, intersex status and mental and/or physical ability and people from these diverse backgrounds are encouraged to apply.</p>

Reporting Relationships

Reports to:

Position Title	Classification	Position No.
President, Mental Health Tribunal	Statutory Office	00009341
Director, Corporate Services	Class 1	00007618

Positions under direct supervision:

Position Title	Classification	Position No.
Senior Case Management Officer	Level 4	00014109
Case Management Officer	Level 3	00014110
Executive Assistant	Level 3	00014112
Records Officer	Level 2	00014111

We Value:

- Respect for individuals and culture
- Working together and supporting each other
- Involving and engaging others
- Ownership, transparency and accountability
- Fair and ethical decisions
- Improvement focus

Primary Objectives of role:

The Registrar is responsible for supporting the President and coordinating the operations and functions of the Tribunal as outlined under the Mental Health Act 2014.

Specific functions and responsibilities of the Registrar are set out in section 484 of the Act and include generally being the executive officer of the Mental Health Tribunal.

General Responsibilities

Legislative Functions and Responsibilities:

- Responsible for delivering the specific requirements of the Registrar under Part 21, Division 15 of the Act.
- Responsible for ensuring specific requirements for support of and services for the Tribunal as set out under the Act are met.
- Provides assistance and support to the President in the development and implementation of strategies which enable the Tribunal to respond proactively to changes in the delivery of mental health services and in the preparation of the Annual Report.
- Monitors, interprets and provides advice to the President on developments in related legislation and government policies as these may affect Tribunal operations, including the Act, the *Criminal Law (Mentally Impaired Accused) Act 1996*, *Guardianship and Administration Act 1990*, *Hospitals and Health Services Act 1927* and subsidiary legislation.
- Performs functions and manages projects and programs as directed by the President under s485 of the Act and in accordance with public sector and MHC employment guidelines.
- Provides assistance and support to the President in the preparation of the Annual Report and in the preparation of any reports on Tribunal operations as required by the Minister.

Management and Administration

- Manages the day to day operations of the Tribunal's office ensuring human resources, financial matters, records, and physical resources are organised and delivered in a manner that meets the requirements of the Tribunal.
- Monitors the delivery of services to required outcomes and ensures accurate reporting.
- Manages the budget for the Tribunal.
- Establishes and manages data collection systems, identifies and obtains data from external services and provides analysis and advice on possible issues to the President.
- Conducts and manages research, monitors developments in other jurisdictions (national and international) and provides reports to the President analysing current and emerging trends in mental health systems and the roles of mental health tribunals.
- In consultation with the President prepares, or manages the preparation of, the Tribunal's policy documents, responses to relevant policy discussion papers and identifies and recommends changes to legislation.
- Assists the President in drafting responses to Ministerial correspondence, briefing notes, Parliamentary Questions and Cabinet Submissions on behalf of the Tribunal.

Communication and Liaison

- Liaises with patients and their families and carers, providing them with information on and clarifying their rights under the Act and encouraging their involvement in hearings.
- Manages the development and maintenance of the Tribunal's web site and other public information.
- Builds and maintains effective working relationships and networks with external parties (including, but not limited to, the MHC, the Mental Health Advocacy Service, the Office of the Chief Psychiatrist, and relevant not for profit agencies).
- Represents the Tribunal as required by the President.
- Manages the complaints process on behalf of the Tribunal.

Selection Criteria

The following work related requirements are to be read in the context of the role of this position and the Tribunal:

Essential Selection Criteria:

1. Well-developed leadership and team management skills with the ability to work collaboratively to achieve organisational goals.
2. Excellent communication and interpersonal skills with the ability to liaise effectively with others at all levels across a broad range of contexts.
3. Effective conceptual, analytical and research skills together with the ability to solve complex and sensitive problems in a timely manner.
4. High level skills and ability interpreting legislation and applying policies and procedures.
5. Well-developed planning and organisational skills together with the ability to prioritise activities within competing demands.
6. Demonstrated ability to be flexible in the workplace together with the skills in identifying and applying innovation to activities and tasks.

Desirable Selection Criteria:

1. Tertiary qualification in a relevant discipline, eg: health, social sciences or management.
2. Knowledge of the mental health sector, such as the operation of inpatient and/or community services.
3. Knowledge of quasi-judicial processes and procedures.

Appointment Factors

This position is subject to:

- Successful 100 point Identification Check.
- Successful criminal record screening.
- Successful Pre-Employment integrity check.

Ethical Decision Making and Practice

Acts ethically and in accordance with the Western Australian Public Sector Code of Ethics and the Mental Health Commission's Code of Conduct.

Demonstrates a focus on the achievement of branch objectives including working productively in a team and taking responsibility for and managing own work to deliver expected outcomes.

Workplace Safety

Acts safely and in accordance with the general Duty of Care and the Mental Health Commission's Occupational Safety and Health policy and procedures.