



Government of **Western Australia**
Mental Health Commission

JOB DESCRIPTION FORM

HSS Registered

Position number	00016845
Position title	Director Treatment Services
Classification	Class 1
Employment Instrument	Public Sector CSA Agreement
Registration date	3 August 2021
Organisational Overview	The Mental Health Commission (the Commission) strives to establish mental health, alcohol and other drug services and systems that meet the needs of Western Australia's population and deliver quality outcomes for individuals and their families. The Commission provides support to three independent bodies, the Mental Health Advocacy Service, the Mental Health Tribunal and the Office of the Chief Psychiatrist, which operate independently with corporate service support provided by the Commission.

Reporting Relationships

Reports to:

Position Title	Classification	Position No.
Deputy Commissioner Operations		

Positions under direct supervision:

Position Title	Classification	Position No.
PDIS/ADSS Manager	Level SC3	00011221
Service Development Manager	Level 7	00007896
Manager Business Operations	Level 7	00007810
Assistant Director	Level 8	00014478
Assistant Director Service Provision	Level 8	00009010

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 Director Treatment Services reports to the Deputy Commissioner, Operations and is responsible for vendor performance and service delivery. This position leads the negotiation of the WA Health Service Delivery Agreement for Health Service Providers and community contracts with non-Government organisations for mental health and AOD services. From a system leader perspective, understands the mental health and alcohol and other drugs clinical environment and influences the development of new services,

including the commissioning and contracting of new service providers. Provides leadership and works collaboratively with Health Service Provider Executives to ensure the Commission is delivering services that are system leading and filling crucial gaps in the service provider offerings.

In undertaking the role of this position, the occupant will need to recognise that there is a commitment to focussing on the needs of the individual, their families, carers or advocates working in partnership for better mental health and alcohol and other drugs outcomes.

General Responsibilities

As part of the Executive Leadership group, the occupant is expected to:

- Drive cultural change and reform in the Commission to lead system engagement and partnerships across government, health service providers and non-government providers in the mental health and alcohol and other drugs system.
- Work strategically and collaboratively, to deliver on organisational outcomes and the State Priorities, in alignment with the Commission's operating model.

Dimensions of the Role:

- Oversees approximately 29 FTE and an estimated budget of \$831 million.
- Delivery of treatment programs and services including the 24/7 Alcohol and Drug Support and Parent and Family Drug support lines
- Leads the negotiation of the WA Health Service Delivery Agreement for Health Service Providers and community contracts with non-Government organisations for mental health and AOD services.
- Examine, understand and address areas of need within the system, including clinical settings. Drive strategies to improve capability in the system to deliver against the WA Mental Health, Alcohol and Other Drug Services Plan 2015-2025, the WA State Priorities 2020-2024 and the Young People's Mental Health and Alcohol and Other Drug Use: Priorities for Action 2020-2025.

Role specific responsibilities:

Management

- Supports the Deputy Commissioner Operations in the management of the portfolio.
- Leads the evaluation of the Directorate's performance facilitating continuous improvement aligned to the achievement of strategic outcomes and best practice.
- Responsible for the development, implementation and review of strategic and operational plans for the Directorate and Operations Division and is accountable for the management of human, financial, technological and physical resources.
- Works in collaboration with other divisions to contribute to strategic policy and planning processes and outcomes.
- Leads and promotes a culture that supports the values of the Commission and facilitates the ongoing professional development of staff.

Treatment Programs and Services

- Leads the development of treatment services and programs, integrating best practice models of care and innovative and sustainable system reforms. Works closely with WA Health Service Providers to deliver system improvements.
- Ownership of developing business cases/initiatives to stand up new service delivery provisions;
- Delivery of business cases to operationalise overarching plans for treatment services;
- High level engagement with Health Services Providers, relevant stakeholders, and leading the development of new and enhanced services, including conducting co-design events;

- Provision of technical input into service requirements, tendering and contract award;
- Establishment of performance standards, assurance and reporting on service provider outcomes;
- Provides leadership and support to ensure the Alcohol and Drug Support and Parent and Family Drug Support Lines are meeting the needs of the community.
- Leads the development and continuous improvement of the Division's services, its staff and resources;
- Leads the development of treatment related policy and planning for alcohol and other drug and mental health programs and services.
- Operates within the Commission's Corporate Governance Framework, policies and procedures to ensure the effective, transparent and accountable operation of all activities.

Communication and Liaison

- Collaboratively consults, influences and negotiates about treatment-related initiatives and policies with Health Service Provider Executives.
- Provides high level advice to the Minister for Mental Health to address areas of need within the system.
- Establishes and maintains high level working relationships with relevant government and non-government agencies, clients, carers, consumer groups and other stakeholders to ensure programs and services meet established targets.
- Seeks to advance strong intersectoral links and coordination of health services, health practitioners, the non-government sector and the Commonwealth in contributing to the delivery of Mental Health and Alcohol and Other Drug health services to the population of Western Australia.
- Prepares reports, correspondence, briefing papers and speech notes as required by the Deputy Commissioner, the Commissioner or representatives from the Office of the Commissioner.
- Represents the Commission on major committees, national groups, working parties and reviews requiring treatment monitoring and evaluation, education and training expertise.

Other

- Other duties as required.

Selection Criteria

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

Shapes and manages strategy

- inspires a sense of purpose and direction aligned with the strategic direction of the Commission
- development of strategic plans and outcomes that deliver on mental health and AOD priorities across the state
- harnesses information and opportunities to develop solutions with long-term focus
- shows judgement, intelligence and common sense

Achieves results

- builds organisational skill and responsiveness
- marshals professional expertise
- steers and implements change and deals with uncertainty
- Drives system reform

Builds productive relationships

- builds strong, trust-based relationships and collaborates across Government and with external stakeholders, including the WA community.
- engage with the Minister and staff on key issues
- communicate and lead by example the importance of consultation with stakeholders
- overcome organisational silos by facilitating cooperation between Divisions and external organisations; and
- communicate the value of harnessing diversity.

Exemplifies personal integrity and self-awareness

- demonstrates integrity, professionalism and probity
- engages with risk and shows personal courage
- commits to action
- displays resilience
- Analyses own leadership style and performance and demonstrates commitment to ongoing leadership development

Communicates and influences effectively

- communicates clearly
- identifies key stakeholders and engage their input and support
- listens, understands and adapts to audience
- negotiates persuasively

Desirable Criteria

Experience working within a health services environment.

Appointment Factors

This position is subject to a:

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

Cultural Security

In undertaking this role, the incumbent is required to have a sound understanding about Ways of Working with Aboriginal people.