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SHK

March 2025

Candidate information

DEPARTMENT OF HEALTH

Board Members, Victorian
Collaborative Centre for Mental
Health and Wellbeing

OFFICIAL

The opportunity

Title	Board Members, including the Chair and Deputy Chairperson
Entity	Victorian Collaborative Centre for Mental Health and Wellbeing
Reports to	Minister of Health, Department of Health
Location	Soon relocating to 205 Queensberry Street Melbourne
Reports	Co-Chief Executive Officers

The organisation

The Collaborative Centre for Mental Health and Wellbeing (the Centre or VCC) was established to drive transformative change in Victoria’s mental health and wellbeing system, following the Royal Commission into Mental Victoria’s Mental Health System (2021). The Centre is leading ground-breaking change to Victoria’s mental health and wellbeing system, so that people receive mental health and wellbeing support when, where and how they may want it.

With a strong focus on lived and living experience, the Centre places the voices of individuals, families, carers and supporters with direct experience of mental health challenges at the core of its work. By fostering inclusive leadership and prioritising collaboration, it seeks to create services that are safe, effective, timely, and compassionate. Through partnerships with individuals, service providers, researchers, and organisations with diverse experiences, the Centre works to build a mental health system that is person-centred and evidence-informed.

Established under the *Mental Health and Wellbeing Act 2022*, the Centre is committed to ensuring that individuals receive the support they need when, where, and how they need it. They achieve this by:

- Strengthening and supporting the mental health and wellbeing Workforce to lead the development of capable and compassionate workforces
- Generating research and partner with organisations to enable the translational research for positive change
- Using what the Centre learns to transform services and systems, transforming treatment, care and support,
- Engaging people and sharing information to share trusted information and engage widely to drive transformation

The Centre takes an innovative approach, challenging conventional assumptions and setting an ambitious research agenda to improve mental health outcomes. Its work is underpinned by a commitment to transparency, continuous learning, policy advocacy and lived experience perspectives. By integrating lived experience with service provision and cutting-edge research, the Centre aims to make mental health care more responsive, compassionate, and impactful. Through its local, national, and global collaborations, the Centre aspires to be a leader in mental health reform, driving meaningful and lasting change. For mor information, please see:

- <https://www.vic.gov.au/vccmhw-what-we-do>
- Mental Health and Wellbeing Act: <https://www.health.vic.gov.au/mental-health-and-wellbeing-act>.

Board appointments

Ten Board members commenced their roles on the inaugural Collaborative Centre Board in September 2022 and were appointed for a three-year term. These Board member terms will expire on 31 August 2025, and Board Members will be appointed from that date, including the Chair and Deputy Chairperson, appointed from within the Board, under the Act.

People seeking appointment to the Board will undertake the process for appointment of Board members, as set out in the Act.

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

Membership will be for a varying terms of two to three years, to ensure leadership continuity. Board members will be eligible for reappointment for up to a maximum of nine consecutive years.

Anticipated time commitment

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

The time commitment of Board members is approximately one to two full days per month. The time commitment of the chairperson is expected to be an additional two days per month.

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 a year. Board meetings are held monthly, currently on the first Tuesday of each month.

The advertisement

BOARD MEMBERS, VICTORIAN COLLABORATIVE CENTRE FOR MENTAL HEALTH AND WELL BEING

- **Contribute to better mental health and wellbeing across the state**
- **Govern an entity that is informed by lived experience**
- **Promote research and workforce education towards system reform**

About the organisation

The Victorian Collaborative Centre for Mental Health and Wellbeing (the Collaborative Centre) Board was established under the Victorian Collaborative Centre for Mental Health and Wellbeing Act 2021, as the first recommendation of the Royal Commission into Mental Health. The Board governs the Collaborative Centre, moving to a be purpose-built premises this year, to fulfil the vision to lead improvement across the mental health and wellbeing system. The Collaborative Centre brings together people with lived experience of mental illness and psychological distress, their families, carers and supporters, researchers and health professionals to conduct research, deliver mental health and wellbeing services and drive outstanding education of the mental health workforce.

About the role

This is a fantastic opportunity to contribute to the governance of a Board that continues to evolve and grow. As a Board Member, Chairperson, or Deputy Chairperson, you will play a key role in shaping the ongoing strategic direction and priorities of the Collaborative Centre. Your responsibilities will include strengthening key partnerships, working closely with executive leadership, evaluating the performance of both the Centre, guiding research areas of focus, and providing informed advice to the Minister for Mental Health.

About you

Board members will have the skills to set the strategic direction of the Collaborative Centre in its next phase and into the future. Skills in lived experience leadership, clinical practice or governance, research expertise, or knowledge of the mental health sector are paramount, as well as financial management and law. Ideally appointees will have board or committee experience that demonstrates their specialist knowledge, and work well and proactively with others. Appointees should demonstrate a shared commitment and drive to rebuilding a new mental health and wellbeing system.

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community. Applications are encouraged from people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer people.

To apply click on the following document links to review requirements in the **Candidate Information Pack** and lodge your Resume (CV) **plus** the completed **Application Form** (in place of a cover letter) at the 'apply for this job' button (above right). Direct and third-party applications will be forwarded to SHK. Closes 9 April.



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Position description

The functions of the Board are as follows]:

- a) to determine the strategic direction and priorities of the Centre; and
- b) to establish a governance framework for the Centre and to monitor the Centre's compliance with that governance framework; and
- c) to prepare strategic plans and statements of priorities for the Centre; and
- d) to advise the Minister and the Health Secretary of any significant decisions of the Centre Board and any issues of public concern or risk that affect or may affect the Centre; and
- e) to monitor the performance of the Centre and the Directors; and
- f) to determine, in consultation with the Health Secretary, priorities for research in the field of mental health and wellbeing; and
- g) to establish committees to assist or advise the Centre Board in performing any of its functions; and
- h) to determine standards and indicators to assess each Director's performance of their duties.

Key Selection Criteria [check]

The following Key Selection Criteria will be used to assess candidates for the Collaborative Centre Board positions:

- Demonstrated experience driving system and service change as a senior executive or Board member
- Exemplary skills in all or some of:
 - registered clinician
 - Public Administration
 - Lived expertise
 - innovation and system transformation
 - financial management and accounting
 - audit and risk management
 - law
 - research (mental health or social sciences)
 - clinical governance
 - demonstrated commitment to working in partnership with people with lived and living experiences of mental illness or psychological distress and their families, carers and supporters (people with lived and living experience are strongly encouraged to apply).

Tier 1 – Specialist skills necessary for the Collaborative Centre 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
- **Strategic leadership:** Experience guiding organisations towards long-term success by setting a vision, making strategic decisions, and achieving long-term goals.

Tier 2 – Specialist skills important for the Collaborative Centre 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.

Lived experience and lived experience leadership

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 operations of the Collaborative Centre. Experience as an executive leader with a lived experience (consumer or carer) will be highly regarded.

Lived 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.

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.

Board members will be required to adhere to the standards expected of public sector Board members, and to carefully manage conflicts of interest, in accordance with the Collaborative Centre's Conflict of Interest Policy and other relevant standards and laws.

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 **Mental Health and Wellbeing Act 2022**, 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>.

Eligibility

Persons who are members of the Parliament of Victoria, of another State or Territory or of the Commonwealth are not eligible to be appointed to these roles.

The Board will consist of a chairperson, a deputy chairperson, and between seven and ten other members (including two partner Board members, who are appointed through a separate process).

In recommending appointments to the Governor-in-Council, the Minister will also have regard to the need for the members of the Board:

- (a) to have experience, skills or knowledge that are relevant to the functions of the Board;
- (b) to collectively have understanding and experience of:
 - i. the diverse needs of Aboriginal communities, the importance of self-determination, the importance of connection to culture, family, community and Country and the importance of culturally responsive, safe and appropriate services; and
 - ii. the diverse backgrounds and needs of persons using mental health and wellbeing services in Victoria, including age, disability, neurodiversity, culture, language, communication, religion, race, sex, gender identity and sexual orientation.

In recommending appointments to the Governor-in-Council, the Minister must also be satisfied that:

- (a) at least two members of the Board are persons who identify as experiencing, or as having experienced, mental illness or psychological distress; and
- (b) at least two 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.

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:

- Board members: up to \$23,305
- Chairperson: up to \$58,205

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 are eligible for appointment and remuneration to the Board under the MHW Act, subject to the conditions outlined below.

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 also considered public sector employees for the purposes of remuneration.

For this Board, public sector employees may be eligible for appointment, as per the Act.

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

- approval to undertake the Board 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 your job description must accompany the employer letter.

What should I include in my application?

Application form and résumé

To help us assess your application you should:

- complete the application form available separately and lodge this as a 'cover letter'
- attach your résumé (also known as your curriculum vitae or CV)

If you wish to, you may identify as having a lived experience of mental illness or psychological distress as a consumer, carer, supporter or family member on your application form. If you identify as having a lived experience, you do not need to select 'lived experience leadership' as one of your core skills.

How to apply

To ensure a broad field of candidates, Department of Health has partnered with SHK Asia Pacific on this assignment.

You must apply online. For the application point and steps to apply, see www.shk.com.au/jobs and scroll to the advertisement for this Board.

Read all the information above. Candidates are asked to **submit a recent CV (4-5 pages preferred)** and a **completed Application Form**. The Application Form is used in place of a cover letter, **you do not need to submit a separate cover letter**.

Please submit your Application Form in place of a Cover Letter (lodge the form where it says 'Cover Letter' through the SHK application point). We cannot accept handwritten applications.

If you have any issue using the Application Form and answering the longer questions, you can answer these on a separate Word or PDF document, using clear headings against the statements one to four, as applicable. (Statements one and two are for general board members and all applications, and in addition, statements three and four must be answered for Chair or Deputy applicants.

The indicative closing date is **7 April 2025**.

Assessment involves considering the skills of many candidates as a group, we are **unable to advise of your potential success** against the brief until all candidates are reviewed, well into the process. If you are interested, we suggest you apply. You can withdraw interest if you reconsider as the process continues on. Please carefully consider the key selection criteria and how this is demonstrated in your resume/CV.

Additional information will be requested from you only as required, later in the process, this will include specific details that allow verification of your referees. A range of full probity checks will be required for the final candidate/s in consideration being recommended for consideration of appointment, to be eligible to be ratified.

For assistance with administrative matters, please email Lilli Vagnarelli, Associate Partner at lilli.vagnarelli@shk.com.au (preferred) or call **+61 417 947 028**.

For a further confidential discussion after reviewing this brief if your question is not answered, please email Penny Wilson, Senior Partner penny.wilson@shk.com.au (preferred) or call **+61 434 589 284**. **You are best to apply if interested in the Board roles.**

If you are unable to apply online, please email your application (CV and cover note) to penny.wilson@shk.com.au **CC** [Lilli.vagnarelli@shk.com.au](mailto:lilli.vagnarelli@shk.com.au) **quoting #3088270 and the Board role title in the subject line**. Please check on email receipt **if no reply in five working days**, due to email security filters around attachments.

Please note, the information in this brief, while accurate, **is an indicative summation only**. Formal requirements may vary and will be set at the time. If you need any assistance, please ask, we work with a range of organisations that provide specific help.

We cannot advise you on the content of your CV or forms, we are pleased to assist you in accessing the process.

What happens once I have applied?

Shortlisting and interviews

All applications will be reviewed and assessed against the requirements for the Board roles.

Interviews will be conducted by a selection panel convened by the Department of Health and SHK, with input from the Collaborative Centre.

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 or Deputy will need to demonstrate significant experience in chairing or leading formal committees or boards.

You may be contacted by SHK for further conversation or interview with the consultant, and potentially, to Panel interviews or other informal meetings as part of the process. Contact may be via email or phone, including voicemail.

Selection processes will take some time and may include multiple panel interviews and selection stages. These may be conducted over the next months, into June 2025. There may be delays in communications on this process, due to decision making at each step and requirements executive appointments and formal approval. Candidates will be notified of their status at the appropriate stage.

The selection panel will first 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 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. Appointments will be made through Governor-in-Council (GIC) and the process continues over several months into August 2025.

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.