



MHACA

Mental Health Association of Central Australia
14 Lindsay Avenue, Alice Springs | PO Box 2326 Alice Springs NT 0871
p: (08) 8950 4600 | f: 08 8952 1574
e: info@mhaca.org.au | w: www.mhaca.org.au

Position: Senior Business and Systems Manager

Employment Details: Full time – 38 hours a week

Remuneration:

- Level 8 MHACA EBA \$126,092.12 – \$131,061.56
- 6 weeks annual leave plus staff wellbeing allowance
- Salary packaging available

Location: Alice Springs

Reporting to: CEO

Updated: 15 October 2024

About MHACA:

MHACA is a specialist psychosocial recovery and mental health promotion organisation with a strong presence and reputation in the community.

We strive to make a difference in the lives of people living with mental health challenges by supporting participant-driven mental health recovery and assisting communities and organisations to actively improve their mental health and wellbeing.

Our Values:

BELONGING: Connection - Relationships - Community - Collaboration

HOPE: Optimistic - Courage - Goals - Change

RESPECT: Listen - Kindness - Fairness - Inclusive

HONESTY: Trust - Integrity - Transparent - Accountable

Your Role:

We are looking for an experienced and proactive senior manager who will be responsible for leading the sustainability of the organisation through:

- Business and financial systems
- Human Resource systems
- Work Health and Safety
- Risk and Compliance Management
- IT Infrastructure and Client Management Systems
- Security systems
- NDIS systems oversight

The Business and Systems Senior Manager is part of the Senior Leadership Team and reports directly to the CEO. This role will oversee a

General Responsibilities:

- Represent and advocate for the needs and interests of MHACA participants.
- Work in accordance with MHACA's strategic direction and uphold the values.
- Actively participate in the organisation's quality, safety and risk management systems.
- Abide by the policies and procedures of MHACA.
- Represent and promote MHACA in the wider community.
- Any other duties which may reasonably be expected in relation to the role.



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small Corporate Services Team led by a Corporate Services Manager.

We are seeking someone who has high level technical skills to be able to provide oversight and practical support to our client management, IT and security systems.

The successful candidate will have a strong understanding of financial and human resource management and will work with our Work Health Safety Committee to meet compliance.

MHACA is a smaller organisation of 32 staff so we are seeking a can-do person who is happy to chip in as needed. We have a strong reputation with high participant and staff satisfaction and are seeking someone who is looking to make a positive contribution to our organisation.

Role Responsibilities:

- Oversight of the Corporate Services Team, with direct management of the Corporate Services Manager.
- Oversight of the business administration of the organisation in conjunction with the Corporate Services Manager and CEO.
- Manage MHACA's Security System and IT Systems.
- Responsibility for MHACA's Human Resources.
- Responsibility for MHACA's Client Management Systems – Lumary, SHIP, Folio. Facilitate staff training on Lumary, SHIP and Folio as required.
- Oversight of the financial processes of NDIS funded services at MHACA.
- Oversight of compliance - financial reporting, work health safety, NDIS services.
- Member of MHACA's Quality Committee and Work Health Safety Committee.
- Contribute to policies and procedures, tender and funding submissions as required.

Selection Criteria:

Essential

- High level expertise in business management (preferably within the not-for-profit sector).
- Master of Business Administration or relevant management qualifications.
- Demonstrated experience in risk management, compliance and Work Health Safety.
- Demonstrated experience in client management and technology systems.
- Ability to create reports using data sets including analytics, statistics, KPIs.



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- Demonstrated experience in human resources and an understanding of employment compliance including Industrial Relations and Payroll.
- Ability to manage, train and mentor staff.
- Experience in working in a cross-cultural setting or a demonstrated understanding of the principles of cultural safety and cultural competence.
- Proficient in using Microsoft Office (Excel, outlook, word, power point, etc)
- NT Drivers Licence.

Desirable

- NDIS knowledge including price guide knowledge, support codes used, rates applied, reportable incidents, budget planning.
- Experience in managing or using Salesforce based CRM
- IT networking skills to identify communications issues
- An awareness of the key issues faced by people living with mental health challenges.
- An awareness of the mental health and social services sector in Central Australia.

For further information please contact Nicole Pietsch on (08) 8950 4600.

Applications must address the selection criteria, include a resume and contact details of two current referees.

Please email your application to hr@mhaca.org.au

Or post to Mental Health Association of Central Australia

PO Box 2326, ALICE SPRINGS, NT 0871

Applications close 4pm Friday 1 November 2024

The successful applicant will be required to undergo a National Police and a NDIS Clearance Check.

ACKNOWLEDGEMENT FOR RECEIPT OF POSTION DESCRIPTION

----- Employee Name (please print)	----- Employee Signature	----- Date
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