

East Dunbartonshire Association for Mental Health

JOB DESCRIPTION

Job Title : **Chief Officer**

Responsible to : EDAMH Board of Directors

Hours : Mon to Friday 9-5
35 hours per week

Salary Scale : £38,757 to £ 40,764 (pay
award pending)

(+8% non-contributory Pension)

ROLE SUMMARY

The Chief Officer will have a responsibility to ensure the strategic activity of EDAMH is carried out. The post holder will create an environment within the organisation where innovation and creativity can flourish, where new ideas and measured risks are given opportunity and where genuine and long-lasting positive change can be experienced by service users, EDAMH staff and stakeholders. The successful post holder will ensure that strategic partnerships are created and relationships with major stakeholders are managed to advance EDAMH strategic priorities. The Chief Officer will lead and direct operational and business development activity.

DUTIES & RESPONSIBILITIES

- Act as the Chief operational and management officer of EDAMH and as such be responsible for overseeing all aspects of its day to day activities.
- Act as ambassador for EDAMH in the public arena, undertaking such activities as are necessary to effectively promote and enhance the profile of its services.
- Be responsible for strategic planning, and service tendering.
- Be responsible for funding research and negotiations.
- Be jointly responsible for finance/budgets in conjunction with the Treasurer.
- Receive advice and support from the Treasurer on financial matters.
- Be responsible for personnel issues as required.

- Ensure that all staff receive regular and appropriate supervision and annual appraisal.
- Be responsible for the development of user focused services, tailored to the needs of individuals recovering from mental ill health.
- Be responsible for the development and implementation of effective monitoring and evaluation systems.
- Manage violence against women and children services.
- Ensure that strategic work with key partners and external stakeholders is carried out, in order to deliver best outcomes for vulnerable persons.
- Actively promote inter-agency working as a key basis for EDAMH's future growth and development and build effective local partnerships with a range of statutory and voluntary agencies and the local community.
- Maintain an open, inclusive and creative management style.
- Endeavour to reach all targets agreed with the Board of Directors.
- Attend regular Board meetings and submit operational reports.
- Liaise with organisations who commission and fund all EDAMH services.
- Establish and maintain arrangements for staff training and development.
- Ensure compliance with all EDAMH Policies and Procedures.
- Ensure compliance with EDAMH memorandum and Articles of Association.
- Ensure compliance with all legislative requirements.

PERSON SPECIFICATION

Essential Qualifications

- Scottish Social Services Council recognised management qualification, equivalent to SVQ Level 4 in Management as minimum requirement, or be committed to acquiring such a qualification within the first 12 months of appointment.
- Experience of working in mental health services.
- Evidence of and commitment to continuing learning and personal development.

Essential Knowledge

- National and local government strategies regarding mental health and social care.
- Commercial awareness.
- Third Sector awareness.
- Budget management.
- Risk Management.

Essential Skills and Competencies

- To develop, coach and motivate.
- To work in a changing environment.
- To work under pressure.
- To translate strategic thinking into practical actions.
- To question and challenge constructively.
- To empathise with, inspire and motivate others.
- To apply critical reflection and learning.
- Skilled in the use of information technology.
- Possession of a current driving licence and car.

Communication Skills

- To communicate effectively and professionally
- To establish accurate record keeping and monitoring processes.
- To build and develop positive relationships with those who use our services.
- To take a positive approach to networking.

Standards

- To maintain the highest personal and professional standards. Work professionally and collaboratively with colleagues, service users, members of the public, funders and regulators.

- To take personal responsibility for service conduct and work ethic in line with EDAMH Code of Conduct, the SSSC Codes of Practice and other relevant professional standards.

Equality and Diversity

- To challenge inequality and stigma; recognise and respond to the barriers individuals and groups face within society.
- To treat all EDAMH staff and service users fairly and with respect.

Health, Safety and Well-being

- To understand, encourage and carry out the principles of integrated safety management; comply with EDAMH Health and Safety Policy and Procedure; arrange all required health & safety training.

Service User Engagement

- To ensure service users have the opportunity to get involved in their support.
- To develop, maintain and demonstrate a wide range of interpersonal skills.

Personal Evaluation

- To undergo regular supervision and appraisal.

Policies and Procedures

- To carry out duties in accordance with EDAMH's policies and procedures.
- To assume overall responsibility for the review and development of EDAMH's policies and procedures.
- To maintain accurate records in accordance with EDAMH's policies and procedures .

This job description may be subject to review.