

## POSITION DETAILS

<b>Title</b>	Executive Manager – Youth Mental Health
<b>Reference Number</b>	EX0001
<b>Classification</b>	Executive Manager
<b>Organisational Area/Team</b>	Executive Team; Brophy Youth
<b>Line Management</b>	Chief Executive Officer
<b>Direct Report/s</b>	Senior Managers Brophy Youth
<b>Location</b>	Warrnambool / Portland / Hamilton (as required)
<b>Authorised By</b>	Chief Executive Officer
<b>Effective Date</b>	June 2026

## ORGANISATIONAL OVERVIEW

Brophy Family and Youth Services (Brophy) is a place-based, for-purpose community organisation working alongside children, young people and families across South West Victoria. We deliver a broad range of family, youth and children’s services from sites in Warrnambool, Portland and Hamilton.

## OUR COMMITMENT TO CHILD SAFETY, INCLUSION & PSYCHOSOCIAL SAFETY

Brophy has zero tolerance for child abuse or harm and is unwavering in our commitment to child safety and wellbeing. We empower children and young people by valuing their voices and participation. At Brophy, young people will be supported to express their culture and enjoy their cultural rights. We uphold cultural safety for First Nations peoples and inclusivity for LGBTIQ+ communities. Our workplace fosters psychosocial safety by promoting respect, wellbeing and resilience for all staff and clients.

## OUR VALUES

Our work is underpinned by the following core values, which guide how we engage with each other, clients, and the broader community.



**Social Justice**  
Promoting justice, fairness and human rights.



**Professionalism**  
Practising in an ethical, respectful and inclusive manner.



**Empowerment**  
Strengthening and enabling individual and community decision making.



**Responsiveness**  
Responding in a timely, engaging and respectful manner.



**Partnership**  
Striving for shared connections to create better client outcomes.

## BUSINESS AREA OVERVIEW

Brophy Youth delivers a range of youth-focused mental health, alcohol and other drug, housing, homelessness, wellbeing, youth justice and early intervention services across South West Victoria. The business area incorporates headspace Warrnambool, headspace Portland, headspace Hamilton, Foyer Warrnambool, youth housing and homelessness services, youth justice programs, youth early intervention services and associated outreach, wellbeing and integrated support programs.

As lead agency for headspace Warrnambool, headspace Portland and headspace Hamilton, Brophy holds responsibility for governance, contractual compliance, model integrity, clinical governance and service performance in accordance with headspace National requirements and funding obligations. The business area also delivers a range of funded youth support, housing, homelessness, justice and wellbeing programs, working collaboratively with consortium partners, government departments, health services, community organisations and other stakeholders to deliver integrated and responsive support for young people and their families.

Through a multidisciplinary and multi-site service system, Brophy Youth supports young people experiencing mental health concerns, alcohol and other drug challenges, housing instability, homelessness, justice involvement, wellbeing needs and barriers to participation. The business area strengthens pathways to safety, stability, health, wellbeing, independence, and positive life outcomes for young people across the region.

## PRIMARY PURPOSE OF THE ROLE

Executive Managers hold enterprise leadership responsibilities across Brophy and contribute to the strategic direction, governance, sustainability and performance of the Agency. As members of the Executive Team, they are collectively responsible for shaping organisational strategic priorities, strengthening organisational culture and leading whole-of-organisation decision making.

The Executive Manager – Youth Mental Health is responsible for the leadership and oversight of Brophy Youth, ensuring the effective delivery, integration and continuous improvement of services across the business area. In this role, the Executive Manager is responsible for ensuring financial sustainability of programs and services including sourcing and maintaining government and philanthropic funding, budgeting and structuring of the Brophy Youth team. The role provides executive leadership across complex multidisciplinary and multi-site service systems, ensuring service quality, clinical governance, practice leadership and sustainable outcomes for young people, families and communities across South West Victoria.

The role provides leadership to Senior Managers and organisational leaders to strengthen workforce capability, service integration, strategic partnerships and continuous improvement aligned with Brophy's strategic and operational priorities.

Working collaboratively across business areas, the role contributes to organisational strategy, governance, financial and risk management, and the achievement of Brophy's long-term objectives and community impact.

## WORK LOCATION AND ROLE REQUIREMENTS

Work associated with this position is undertaken within Brophy office, service and community environments, in accordance with operational requirements and organisational policy.

- **Remote / work-from-home arrangements**

This role may involve remote or work-from-home arrangements where consistent with organisational policy, service requirements and role responsibilities.

- **Independent or isolated work**

The role may require working independently or in situations where immediate on-site support is not available, including engagement across multiple locations and community settings.

- **Travel between locations**

Duties may involve travel between Brophy sites and other service locations, including driving as part of the role. Travel may include return journeys of up to four hours between sites, with longer travel possible when undertaking outreach activities.

- **Complex or time-sensitive situations**

The role may involve responding to complex, sensitive or time-critical situations, requiring professional judgement, prioritisation and adherence to organisational procedures.

- **After-hours or on-call responsibilities**

The role may involve participation in after-hours work or organisational on-call arrangements where consistent with operational requirements and role responsibilities.

All duties are performed within Brophy's Occupational Health and Safety Framework including responsibilities for identifying hazards, following safe systems of work, and supporting safe, respectful and psychologically healthy workplaces.

## KEY RESPONSIBILITIES

### Strategic Leadership and Performance

Provides executive leadership across a business area, ensuring strategic priorities, operational plans and service delivery activities align with Brophy's vision, strategic direction, values and organisational objectives.

Holds business area-level accountability for service quality, operational performance, workforce capability, financial sustainability and achievement of strategic outcomes. Leads service development, innovation and continuous improvement initiatives that strengthen organisational effectiveness and community impact.

Holds accountability for the strategic leadership, integration and continuous improvement of Brophy Youth, including youth mental health, alcohol and other drug, housing, homelessness, wellbeing and early intervention service systems. Provides executive oversight of clinical governance, practice leadership and service model integrity across the business area, ensuring services remain evidence-informed, youth-centred and responsive to emerging community needs.

### Compliance, Risk & Governance

Provides executive oversight of governance, risk, compliance and quality systems within business area scope, ensuring legislative, contractual, accreditation and regulatory requirements are met.

Holds accountability for significant business area risks, critical incidents, safeguarding matters, reportable conduct obligations, audit outcomes and continuous improvement activities. Ensures governance, quality and risk information is effectively monitored, reported and escalated through organisational leadership and governance structures.

Is responsible for clinical governance, service quality and practice assurance across the business area. Ensures effective oversight of organisational, operational and clinical risks, and that governance systems support safe, ethical and evidence-informed practice. Leads quality improvement and assurance activities that strengthen service effectiveness, regulatory compliance and outcomes for young people.

## **Strategic Partnership & Stakeholder Engagement**

Maintains and strengthens strategic relationships with government departments, regulators, funding bodies, community organisations, sector leaders and key partners.

Represents Brophy in national, regional, state and sector forums, contributing to service system development, advocacy, collaboration and improved outcomes for children, young people, families, communities and the workforce. Supports Brophy's reputation, influence and strategic positioning through effective stakeholder engagement and partnership development.

Leads strategic relationships across the youth, health, mental health, alcohol and other drug, housing, homelessness and community service sectors. Represents Brophy in key partnerships, consortiums and service system forums, contributing to integrated responses, service system development and collaborative approaches that strengthen outcomes for young people and communities across the region.

## **Workforce Leadership, Culture, Wellbeing & OHS**

Provides executive leadership to Senior Managers and organisational leaders, strengthening leadership capability, workforce engagement, accountability and performance across the business area.

Leads implementation of organisational workforce strategies and promotes psychologically healthy, culturally safe and inclusive workplaces. Ensures leadership practices support workforce wellbeing, safety, professional development, performance and positive organisational culture.

Promotes a culture of practice excellence, reflective practice and continuous learning across Brophy Youth. Supports Senior Managers and organisational leaders to embed evidence-informed service delivery, strengthen workforce capability and maintain safe, effective and youth-centred service systems.

## **Executive Leadership & Organisational Contribution**

Contributes as a member of Brophy's Executive Leadership Team, participating in organisational strategy, governance, planning, performance review and decision-making activities.

Provides leadership beyond business area boundaries, supporting organisational priorities, strategic projects, service system development and continuous improvement initiatives. Exercises delegated authority in complex, high-risk or sensitive situations and contributes to organisational responses requiring executive leadership and decision-making.

Supports the Chief Executive Officer through strategic advice, organisational insights and recommendations relating to business area performance, risks, opportunities and future directions.

Leads business area planning, service system development, growth opportunities and strategic reform activities, ensuring Brophy Youth remains responsive to emerging community need, sector reform, contemporary practice approaches and organisational priorities. Contributes specialist youth health and wellbeing expertise to organisational strategy, decision-making and future service development.

## CAPABILITY EXPECTATIONS

Brophy defines role capability using a five-level proficiency scale aligned with role complexity, autonomy and accountability. The required proficiency reflects the scope and leadership expectations of the position and aligns with Brophy's workforce capability framework.

Level	Description
<b>Foundational</b>	Developing capability and working with guidance within defined processes, learning the role and building confidence in safe and effective practice.
<b>Applied</b>	Working independently in routine contexts, applying knowledge and skills consistently, and contributing reliably to team outcomes and service quality.
<b>Advanced</b>	Managing complexity, adapting practice to changing needs, guiding others and exercising strong professional judgement across varied or higher-risk situations.
<b>Leading</b>	Providing leadership across a team, program, service, function or portfolio, shaping practice, capability, quality, culture and performance within delegated authority.
<b>Executive</b>	Providing enterprise or major business-area leadership, setting organisational direction and holding executive accountability for strategy, governance, culture, sustainability and system impact.

Capability Domain	Description	Proficiency
<b>Professional Practice &amp; Technical Expertise</b>	Apply the knowledge, skills and professional expertise required for the role to deliver safe, effective & responsive practice, strengthen the way we work, and support continuous improvement in outcomes for the people, teams & communities we work alongside.	Executive
<b>Relationships &amp; Community</b>	Build respectful, culturally safe & inclusive relationships with clients, families, communities, colleagues & partners, recognising strengths & supporting connection, participation & positive outcomes.	Executive
<b>Communication &amp; Collaboration</b>	Communicate openly and respectfully, listen with intent, and work constructively with others to build trust, strengthen teamwork and achieve shared goals.	Executive
<b>Professional Judgement &amp; Problem Solving</b>	Make thoughtful, well-informed decisions, respond confidently to complexity and risk, and adapt to changing circumstances in ways that support safety, fairness and positive outcomes.	Executive
<b>Safety, Compliance &amp; Quality</b>	Work in ways that keep people safe, meet legal and practice requirements, and support consistent quality, learning and improvement across our services and workplaces.	Executive
<b>Leadership &amp; Influence</b>	Demonstrate leadership through behaviour, relationships and contribution to shared purpose, positively influencing team culture, capability, safety and outcomes in ways appropriate to the role.	Executive

## GENERAL RESPONSIBILITIES

All staff are required to adhere to Brophy's Code of Conduct and organisational policies and procedures, including Child Safety, Cultural Safety and Occupational Health & Safety frameworks.

Employees must participate in supervision, performance review and professional development, contribute to quality improvement processes, maintain a safe working environment and demonstrate Brophy's organisational values at all times.

## KEY SELECTION CRITERIA

<b>Mandatory Requirements</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Social Work, Psychology, Occupational Therapy, or Mental Health Nursing.</li> <li>• Registration with AHPRA or AASW.</li> <li>• Tertiary qualifications or additional accredited training in business, management, leadership, governance, or related discipline.</li> <li>• A minimum of seven years in leadership role in a similar not for profit, community services or health-based organisation.</li> </ul>
<b>Compliance</b>	NDIS Worker Screening Check, Working With Children Check (Employee)(Victorian), National Police Check, Driver's Licence
<b>Experience, Skills &amp; Attributes</b>	
Demonstrated executive or senior leadership experience leading a major business area, service system or organisational function within complex community service, health, human service or related environments, including responsibility for strategic direction, operational performance, workforce capability and sustainable outcomes.	
Proven ability to contribute to organisational strategy, executive decision-making and organisational governance.	
Demonstrated experience leading clinical governance and practice within a multi-disciplinary workforce.	
Demonstrated experience leading governance, risk, compliance and quality systems relevant to the business area, including oversight of critical incidents, safeguarding matters and organisational accountability requirements.	
Highly developed stakeholder engagement and influencing capability, including experience working with relevant government departments, funders, regulators, strategic partners and sector leaders.	
Strong financial, operational and workforce leadership capability, including leadership of senior leaders, effective management of organisational resources, organisational planning, service system integration and change leadership.	
Demonstrated understanding of contemporary evidence-informed approaches relevant to the business area and the ability to lead service system improvement, innovation and reform within complex service environments.	
Demonstrated commitment to culturally safe, inclusive and psychologically healthy workplaces, including executive accountability for occupational health, safety and workforce wellbeing.	