

The ALIVE National Centre for Mental Health Research Translation

## Invitation for Expressions of Interest for Governance Framework Members

Seeking expressions of interest (EOI) for  
one Carer/Family Kinship Member Co-Chair for the Independent Advisory  
Board and two Lived-Experience Co-Chairs for the Intersectoral Policy and  
Practice Committee

### Roles Available :

***One carer/family/kinship co-chair for the ALIVE National Centre Independent Advisory Board (IAB) (have experience of caring with someone with mental ill-health)***

***Two lived experience co-chairs for the ALIVE National Centre Intersectoral Policy and Practice Committee (IPPC) (have experience of living with mental ill-health)***

### Purpose:

To provide strategic advice on The ALIVE National Centre funded programs of research and network activities, reviewing the Centre activities for meeting goals and targets, ensure the Centre is informed by lived-experience that strengthens the research activities, strategic implementation and translation advice, support to develop future plans for sustainability.

Please see the governance framework diagram (Figure 1) and embedded lived experience model (Figure 2) at the end of this document for more information.

### Key Dates

Call Opens	Thursday 16 <sup>th</sup> February 2023
Closing Date	Friday 10 <sup>th</sup> March 2023
Interviews Week	20 <sup>th</sup> -24 <sup>th</sup> March 2023

### Role of the Co-Chairs

Across each committee and board of The ALIVE National Centre, the role of the Co-Chairs is to ensure that meetings are effectively coordinated, that they keep to time, that all agenda items are discussed, that decisions are discussed fairly and equitably throughout meetings, and that all members have had the opportunity to share views and be heard.



Co-Chairs support the lead group members to achieve the meeting goals and objectives of the relative committee or board. Co-chairs are familiar with processes and functions of the relevant committee, and intersection with wider Centre governance and activities, and the research and network aims. Co-chairs ensure that lived expertise is centred in discussions and activities of the National Centre. Co-Chairs may need to meet between meetings to review agendas and ensure the actions from previous meetings have been completed (this can be decided on a case by case basis). This will require liaising with the Centre HUB. Minutes for meetings will be taken by the Centre HUB. Sometimes a smaller working group may need to form according to needs with paid attendance possible.

## A Note on the Numbers of Co-Chairs

The rationale for the appointment of two people with lived-experience of mental ill-health, and two carers/family/kinship group members in each lead group or committee or board is to ensure that at least one Chair with lived-experience is at a meeting.

## Terms of Reference

Co-Chairs will be provided with the Terms of Reference (TORs) specific to the Board or Committee ahead of meetings. TORs have been endorsed and are final as at January 2023. This will include further details of the planned reports to and from the Board or Committee. Values and principles of the Board and their operations should be aligned with the ALIVE National Centre's mission, vision and values.

## Time Commitments

The Independent Advisory Board meets quarterly in a year. The Board Co-Chairs meet 3-weeks prior to the Board meetings to review agendas and ensure the actions from previous meetings have been completed.

The Intersectoral Policy and Practice Committee meets three times a year. The co-chairs meet 3 weeks prior to the committee meetings to review agendas, minutes and actions.

Designated Lived-Experience and Carer /Family/ Kinship Group Co-Chairs are invited to attend a broader mentoring and co-reflection discussion that happen every 12-weeks for 1 hour with the Lived-Experience Research Lead Michelle Banfield.

Zoom or other video conferencing will be used for all meetings given the national nature of the centre. Meeting papers and agenda items will be available and accessible through Microsoft Teams, which will enable sharing and working with research data and to aid with communication.

## Remuneration

Co-chairs will be paid in accordance with the Australian Government Remuneration Tribunal Determination for holders of part-time public office, <https://www.remtribunal.gov.au/document-library-search/remuneration-tribunal-remuneration-and-allowances-holders-part-time-public->



[office-determination-2021-compilation-no-5](#). For Committee, Board or Lead Group members this is currently \$86.00 per hour or \$430.00 per day (or more than five hours). For Committee, Board or Lead Group Co-Chairs this is currently \$114.40 or \$572.00 per day (or more than five hours). We note that as a University administered Centre this may require appointment and submission of invoices by co-chairs and members to facilitate payment.

## Application Process

Please submit your application via the link below:

[https://melbourneuni.au1.qualtrics.com/jfe/form/SV\\_2o5fPNBf6JAWH4G](https://melbourneuni.au1.qualtrics.com/jfe/form/SV_2o5fPNBf6JAWH4G).

The application link includes a space to respond to the selection criteria (also below for your reference) and a file upload of your cover letter, and your brief resume/CV. This is our preferred method of application.

If you wish to respond via email instead, please send your cover letter, CV, and responses to selection criteria in one document to [alive-hub@unimelb.edu.au](mailto:alive-hub@unimelb.edu.au).

## Selection Criteria

All interested people will have had prior experience working within research-oriented settings, and committees or research advisory groups with working knowledge of board, committees and governance structures in mental health services, policy, research and/or government settings. There may be similar expertise or matching of some applicants who are newer to lead roles and serving on boards.

Please write **a paragraph response only** to each of these selection criteria and provide a letter outlining your interest in role and your resume (CV)

- Prior experience with other research advisory groups, research committees and/or research governance (large scale initiatives or national committees desirable) with general knowledge and experience of mental health research;
- Prior experience as a Chair, (or Deputy) or as a member of a committee, advisory group, or management board providing strategic direction and advice on research translation
- Demonstrated commitment to respectful interaction with a range of stakeholders, including others with different lived-experience perspectives, researchers engaged in mental health research, clinicians, policy makers, and stakeholders within services and committees to ALIVE National Centre vision mission and values
- Ability to lead discussion and facilitate engagement in meetings, support agenda planning and establishment of clear actions for board and or committees and support the Centre values and objectives

- Availability for regular meetings and out-of-session work as required and stipulated in advance depending on availability.

Figure 1. Governance Framework Diagram

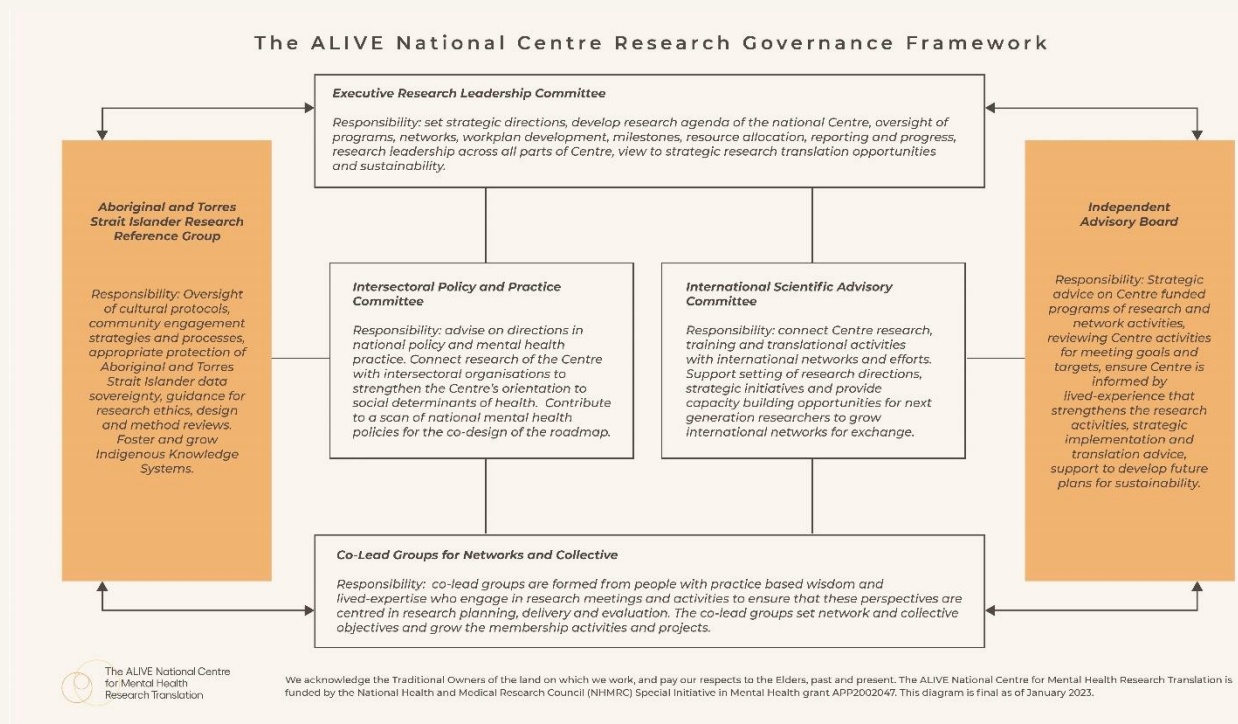
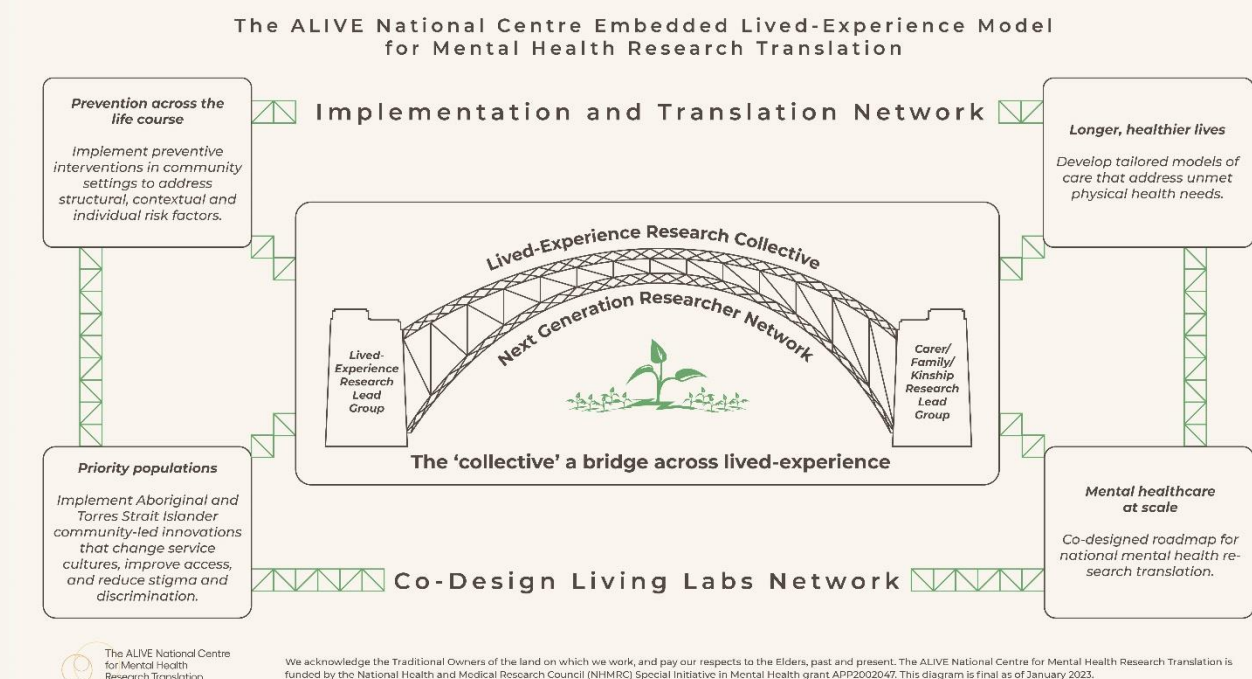


Figure 2. Lived Experience Embedded Model



## OUR VISION

Vibrant communities that support mental health and promote well-being to enable people to thrive.

## OUR VALUES

### Lived Expertise

We value lived-experience as a unique expertise that is central to transformation

### Practice Wisdom

We value practice experience as a form of wisdom that can inform change

### Outcomes Driven

We value making a difference by being data-driven and using evidence for sustained change and impact

### Inclusive

We value co-created spaces that are inclusive, equitable and respectful of difference

### Authentic

We value collaborations where trust, respect and connection support honouring all expertise

### Brave

We value curiosity to grow together, and to be courageous in what we do collectively