



ANYINGINYI HEALTH ABORIGINAL CORPORATION POSITION DESCRIPTION AND SELECTION CRITERIA

WIRLYARRA PUNJARLKI KAPI MIRIPARTIJIKI - SPORT & RECREATION

Sport & Recreation Section Manager

Position No: S&R – 1

Reviewed: January 2019

Reports To: General Manager and through them to the Anyinginyi Health Board of Directors

Level: Admin Level 9.1 \$104,611pa to Level 9.5 \$125,334pa, depending on qualifications and experience

Conditions: 6 weeks annual leave, with 17.5% leave loading
10 days sick leave per annum
9.5% employer superannuation
Two year contract of employment

Salary Sacrificing: Minimum amount of \$15,899.94pa can be salary packaged.

All other terms and conditions of employment are as per the *Anyinginyi Enterprise Agreement*.

Relocation Costs: Where applicable please contact HR Manager for further details.

Accommodation: Fully furnished subsidised accommodation will be provided, with the employee paying up to \$190 per week. A refundable bond of 4 weeks rent is payable within 6 weeks of commencement. Fortnightly rental and bond deductions will be paid to Anyinginyi Health and a *Tenancy Agreement* entered into between Anyinginyi Health as the landlord and yourself as the tenant.

The accommodation conditions apply to employee only so that if partners or family members are working while living with the employee in Tennant Creek, a commercial rate of rent is applied to the respective accommodation provided.

Utilities: All power, gas, (if applicable) usage will be at your own cost.

Vehicle: Provided for business associated duties and restricted private use. Private use of Corporate Vehicle only for 2500kms per year, fuel not included and renewed on each anniversary date of employment. The use and maintenance of the corporate vehicle will be in line with the Anyinginyi Health Motor Vehicle Policy. It is a requirement of this position that you must be in possession of a valid driver's licence at all times, failure to do so will result in termination of employment.

Ochre Card: It is your responsibility as an employee to ensure that you obtain and keep current at all times, the NT Ochre Card (Working with Children); failure to do so will result in termination of employment.

Criminal History Check: It is your responsibility to provide a current satisfactory national (or international) criminal history check before an offer of employment will be made.

Dental: Free general dentistry only will be provided to employee. Should you require any laboratory work done this needs to be paid for.

Gymnasium: Free gym membership is offered to all Anyinginyi employees only (other family members who are not ATSI are required to pay a monthly fee).

Personal Prescriptions: You are entitled to free fulfilment of prescriptions written by Anyinginyi Health medical practitioners for medications but does not include:

- Lifestyle medications
- Vitamin supplementation or similar items
- Vaccinations for purpose of travel of a private nature; or
- Products which can be purchased readily over the counter at a commercial pharmacy.

Hours of Work: Monday to Friday
40 hours per week. While this role is mainly 8am to 5pm with an hour for lunch, there are occasions when the Section Manager will need to work from 6.00am to 8pm, as needed. Additional hours and some weekend work may be required to fulfil the duties of this position and rotational shift of the S&R Centre.

NB: It is compulsory that all Anyinginyi employees are in possession of an Ochre card (NT Working with Children) from NTSafe or similar, along with satisfactory completion of a pre-employment National Criminal History check.

OUTLINE OF POSITION OBJECTIVES AND DUTIES

The Person

Anyinginyi Health is looking for an innovative, community minded person to manage its Sports and Recreation Section. You will lead a team to build on the successful sports program and maintain a busy social sports competition.

You will be creative and innovative with sporting programs for the whole community, you will manage the only commercial gymnasium in the Barkly, enjoy leading and coaching a team, comprising admin, sport and recreation staff and school-based trainees across early and late shifts and some weekend work (flat TOIL only, not overtime). You will have excellent interpersonal skills and actively network with all Northern Territory sporting bodies to facilitate National or Territory wide junior structured sports programs across the Barkly.

You will actively build networks and seek partnerships and funding opportunities, whether government or philanthropic.

This is a position with funding available for up to two years.

Primary Objectives

The Sport and Recreation Section Manager is responsible for the day to day management of the Sport and Recreation Section of Anyinginyi Health to provide efficient and effective community sports and recreation programs to the people of the Barkly Region, which are culturally responsive. The Section Manager will ensure appropriate policies and procedures are implemented for the protection, safety and welfare of all visitors with a particular emphasis on young people under 18 years of age.

Duties include day-to-day management of all Sport and Recreation employees, training and supervising employees, management of budgets and reporting on sport and recreation funded programs, organising events, maintaining the sports and recreation programs and equipment, keeping records of statistics from

sporting events and recreational activities, providing reports, liaising with other sporting bodies and organisations, writing funding submissions to government and non-government agencies, and representing Anyinginyi Health in various related forums.

The Sport & Recreation Section Manager will be responsible to the General Manager and will attend meetings of the Section Managers and the Anyinginyi Health Board of Directors as required and for reporting purposes.

The Section Manager will be responsible for supervising all employees in the Sport & Recreation Section and coordinating culturally responsive activities with other Sections.

Duties

- 1 Maintain confidentiality and work as a member of a high performing multi-disciplinary team
- 2 Acknowledge and respect Aboriginal values, beliefs, customs, language and traditional practices at all times.
- 3 Uphold Anyinginyi policies and procedures and implement and advocate the Anyinginyi Health Board's Strategic Plan goals, objectives and strategies, particularly in achieving the desired outcomes of the Sport & Recreation Action Plan and its contribution to *Closing the Gap*.
- 4 Contribute holistically to the maintenance of Anyingini Health's accreditation and compliance by conducting regular internal audits and cooperating with external audits conducted by ISO, AGPAL, OSR, CQI, FWC and WHS.
- 5 A commitment to comply with and lead continuous quality reviews and activities across the Section.
- 6 Any other duties delegated by the General Manager in line with position or organisational requirements.

Leadership and Human Resource Management

- 1 Promote the role and importance of Aboriginal Community Controlled Health Services within government and the community.
- 2 Translate the Anyinginyi Health Board of Directors' Vision and Strategic Plan to operational levels.
- 3 Manage the day to day operations of the team with assistance in the development of, compliance with and enforcement of all Anyinginyi Health policies and procedures and Code of Conduct.
- 4 Manage employee performance, including managing underperforming employees in conjunction with the HR Manager.
- 5 Ensure the incorporation of Aboriginal values and traditions in the service practices of all employees and seek advice from cultural advisors on cultural issues.
- 6 In conjunction with the HR Manager, be responsible for the recruitment, selection, orientation and development of employees.
- 7 In conjunction with the Corporate Services Section Manager, manage and maintain all information technology and assets of the Section.
- 8 Be proactive with own professional development and be a role model in the community.
- 9 Fulfil Commonwealth and NT Aboriginal Health Key Performance Indicator targets for improvement by complementary design of staffing, structure and service programs.

Financial Management (in partnership with the Corporate Services Section Manager)

- 1 Manage budgets, including expending funding against Section allocation while ensuring value for money is received.
- 2 Establish forward estimates for the Section's ongoing funding.
- 3 Compliance with Funding Agreements, including reporting requirements and ensuring funds are expended for the purpose of the grant and in line with grant terms and conditions.
- 4 Manage resources within budgetary constraints; ie, operational needs balanced against available resources.
- 5 Seek new sources of funding and write submissions to resource the Section to its full capacity.

General Management

- 1 Records management – ensure compliance with relevant legislation and Australian Standards, maintain privacy and confidentiality as a priority.
- 2 Communicate Anyinginyi Health Board and senior management decisions to employees and provide the Anyinginyi Health Board and senior management with regular status reports on the program, as directed by the General Manager.
- 3 Contribute to the development of organisational planning and align Section activity with Anyinginyi Health Board and Section goals.
- 4 Ensure strategic links are established and maintained with funding bodies and other service providers working in the areas associated with Sport & Recreation Section, especially the internal liaison and service coordination between Anyinginyi Health sections.
- 5 Develop policies on sports and recreation and associated procedures that are culturally responsive, for the operations of the Section and overall organisation as required.
- 6 Work closely with other sections of Anyinginyi Health and other organisations to facilitate referrals of clients between services and the Sport & Recreation Section and develop specific group and individual client programs to link the relationship between lifelong health and wellbeing and participation in sport.
- 7 Provide a diverse and quality sport and recreation program for Aboriginal people in the Barkly Region.
- 8 Develop, implement and evaluate sports and recreation programs in Tennant Creek and the wider Barkly Region.
- 9 In conjunction with other sections ensure health promotion activities are factored into program delivery.
- 10 Train and supervise Aboriginal employees to develop appropriate skills, expertise and experience in managing community sport and recreation programs.
- 11 On behalf of Anyinginyi Health, liaise with government and non-government agencies, to facilitate their support in the development of Aboriginal sport and recreation within the community.
- 12 Prepare funding submissions, manage budgets, liaise with and report to funding bodies relating to Anyinginyi Health sport and recreation programs.
- 13 Attend meetings, prepare reports, maintain records, complete administrative requirements and perform other duties pertinent to the effective management of sport and recreation programs.
- 14 Ensure that regular stock takes of assets and equipment are undertaken and appropriate measures are implemented and maintained for their security.

- 15 Maintain equipment in a clean and safe condition to ensure that employees and clients are provided with a safe and healthy environment at all times.

Selection Criteria

Essential

- 1 An understanding of Aboriginal traditions and customs including a willingness to incorporate Aboriginal culture and traditions into service delivery.
- 2 Minimum Certificate III-IV in Fitness or equivalent relevant qualifications
- 3 Understanding of the philosophy governing independent Aboriginal community-controlled organisations.
- 4 Demonstrated experience in a similar managerial or supervisory role, managing resources to function independently as a complex sports and recreation programs
- 5 Active contribution to the senior leadership team and implementation of the Board's Strategic Plan
- 6 Demonstrated experience in budget management, monitoring, reporting and sourcing of future funding in line with legislative requirements and the terms and conditions of funding.
- 7 Proven experience in leading community engagement
- 8 Demonstrated ability to communicate effectively and sensitively with Aboriginal people.
- 9 Qualification and demonstrated industry experience relevant to the position and/or in an ISO accredited corporation.
- 10 Demonstrated experience in managing a diverse team, restructuring teams to meet changing funding KPIs
- 11 Sound understanding of the importance of a fit and healthy lifestyle as it relates to the whole wellbeing of individuals, family and community
- 12 Demonstrated ability to work effectively independently and as a member of a team, showing initiative, sound judgement, leadership and flexibility
- 13 Demonstrated knowledge of work health and safety principles and practices in the contexts of sporting events and a commercial gymnasium
- 14 Responsible for key data collection, collation and normative reporting, as well as financial recording and reporting of achievements against funding body KPIs, in a timely manner
- 15 A current First Aid Certificate and NT Driver's Licence
- 16 Possession of a current NT Ochre card (Working with Children card) and evidence of a satisfactory national (or international) criminal history check
- 17 Ability to work weekends and outside normal business hours as required to fulfil duties of the role

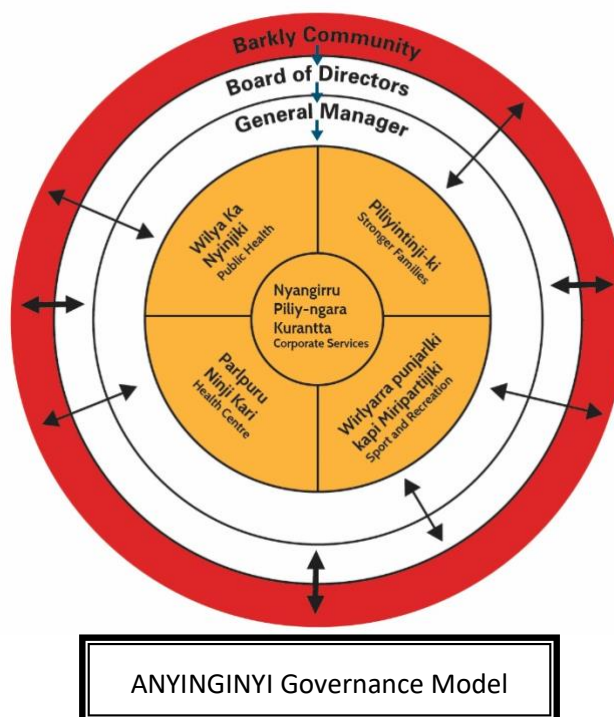
Desirable

- 1 Tertiary qualifications in health and fitness field; eg, Bachelor Sports Administration
- 2 Certificate IV in Training and Assessment or equivalent
- 3 Understand the requirements of living remotely
- 4 Experience in the development of exercise programs and training and development of instructors
- 5 Experience in staging activity programs for individuals and groups of 10 or more
- 6 Well-developed public speaking skills

CVs/Resumes provided to Anyinginyi will be retained on file - either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed

ORGANISATION OVERVIEW

The Anyinginyi Health Aboriginal Corporation Governance Model



In line with the Pathways to Community Control “...Community Control requires communities and their organization to possess both the understanding of and the ability to apply the knowledge and competence on which sound engagement is built. It also depends on the capability of government organizations and structures to understand and find new ways of working that responds to community’s calls for greater levels of engagement”. (Page 9, Pathways to Community Control)

The Anyinginyi Governance Model illustrates how the Barkly community, Anyinginyi Board of Directors, the General Manager and the Anyinginyi Sections are integrated and work collaboratively serving the needs of their clients.

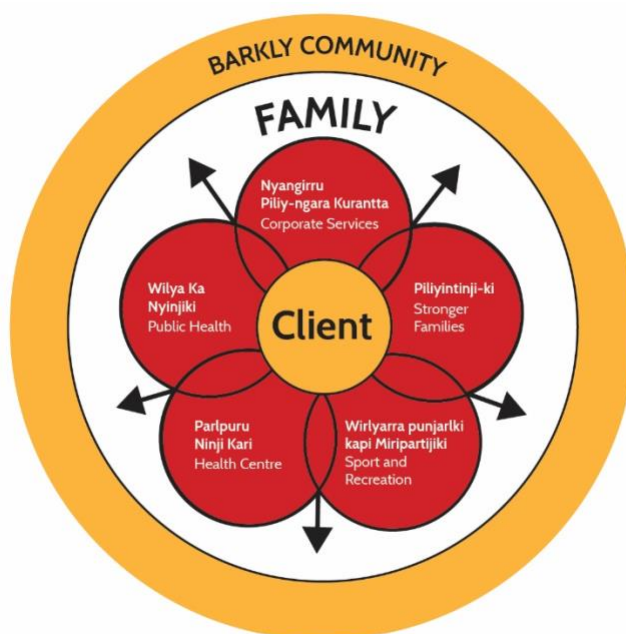
The border of the Model represents the Barkly region. The Barkly community representatives are elected to the Anyinginyi Board of Directors situated in the Model’s inner rim. The business of the corporation is managed by or under the direction of the Board of Directors. The Directors may exercise all the powers of the corporation except any that the CATSI Act or the Anyinginyi Rule Book requires the corporation to exercise in general meetings.

The General Manager oversees the everyday operations of Anyinginyi as an entity. Each highlighted Section is managed by individual Section Managers to guide and direct the programs of each section and oversee the management of employees.

The arrows within the Governance Model represent how services are utilised. There are various ways that clients or individuals can access Anyinginyi Services for example:

- Community people accessing our services – on a needs basis
- Anyinginyi representatives from their individual sections going out and providing an outreach service to the community/communities or promotion of programs
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Anyinginyi Health Aboriginal Corporation Primary Health Care Service Delivery Model



Primary Health Care is a social community development approach to health that is about ensuring everyone has the right to affordable, accessible and appropriate health care. Primary health care has a broad focus on the social environment rather than just health services. It has a holistic approach to health development and based on social justice, equity, community participation, social acceptability, cultural safety and trust. It also has a broad approach that strongly links with the social determinants of health.

The primary health care approach includes prevention, advice, public health, education, promotion, research, evaluation and community development, as well as primary care delivered in an empowering, multidisciplinary way that helps people to help themselves.

The Anyinginyi Primary Health Care Service Delivery Model reflects the important elements of the holistic health care approach in combining the community, family and client. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The Anyinginyi Primary Health Service Delivery Model underpins the way all Anyinginyi services are delivered to the individual client, their family and overall to the community. All Anyinginyi client-related policies and procedures reflect the Primary Health Service Delivery Model. Each Anyinginyi Section has a set of referral forms and processes in place that links the client to more than one Section.

“Whole of Family” Primary Health Care Approach

Anyinginyi programs have been developed to strengthen all areas of well-being for Aboriginal people. Anyinginyi's strategic Plan 2014/16 has identified a review of Anyinginyi Section's roles and responsibilities as required.

The following information is provided as an overview of program areas:

➤ **Parlpuru Ninji Kari - Health Centre**

The Health Centre delivers primary health care, clinical, GP, women's health, men's health, chronic disease management, Specialist services and community engagement liaison.

Anyinginyi has been working proactively with government service providers to develop partnerships and coordinate service delivery to achieve better outcomes for clients. The Health Centre is often the first point of contact for clients, formal referral systems have been established to link clients with other services. Clients may be referred to other sections within Anyinginyi in line with the service delivery model. It is a priority of Anyinginyi to improve medical input to the Board and management whilst providing improved support to clinicians.

➤ **Manu Kinapina Parlpuru Ninji Kari - Regional Remote Health Service**

The Regional Remote Health Section provides:

- 1 Bush Mobile** – providing primary health care services to remote communities within a 100klm radius of Tennant Creek not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and two nursing staff with the assistance of an ALO/AHP and administrative staff.
- 2 North Barkly Zone** – providing primary health care services to remote communities of the North Barkly region not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and a registered nurse with assistance of an ALO/AHP and administrative staff.
- 3 Allied Health Services** – a full-time nutritionist provides services to major communities within the whole of Barkly region (including Tennant Creek). In addition a Physiotherapist and Podiatrist provide fortnightly locum visits six times per year, the latter focusing on Tennant Creek (at present) with the Physiotherapist providing extra services twice yearly for two weeks to the cattle stations in the north Barkly.
- 4 Grow Well Program** – providing health and capacity building education activities to parents/carers of young children in major communities of the Barkly region. Activities include playgroup, good health & hygiene practices, home skills education, caring for the home environment, self-empowerment.
- 5 EHSDI Program** – the provision of funding for the identification of community members who have not had regular adult or child health checks and providing the latter in an environment conducive to better compliance.

➤ **Wirlyarra punjarlki kapi Miripartijiki – Sport & Recreation**

This section delivers programs across a broad spectrum of Sport and Recreational areas to all age groups.

The Sport and Recreation team facilitate a wide range of social sports that the community engages in. These sports include Volleyball, Netball, Cricket, Soccer, Softball and more. Sport and Recreation also manages a commercial, well equipped gymnasium, which is utilised by a broad range of the community. Whilst being a member of the gymnasium, our members are entitled to a personalised fitness program tailor made to suit their needs to live a healthy and more active lifestyle.

Sport and Recreation provide a range of group fitness classes that include Pump, Crossfit, Boxcercise, Circuit and our own dedicated women's classes. There is also a dedicated Womens Program officer employed by Anyinginyi Health Aboriginal Corporation to engage in women of all ages to participate in programs such as gym sessions, fitness classes and sports as well in a fun friendly environment

Every weekday during the School term, the Sport and Recreation team provide a structured, active lifestyle programs for kids. These activities include Basketball, Soccer, Netball, Tennis, Tball and Dodgeball. This program also flows on into the School Holiday Program where there is a range of activities to keep the kids entertained during the School Holidays.

Wirlyarra Punjarli Kapi Miripartijiki is working towards seeing the whole of the community create healthier lifestyles choices by becoming more active through Sport, Fitness or any other form of movement.

➤ **Kalpa purru Wirranjarlki - Public Health & Promoting Healthy Behaviours Section**

This section delivers preventative and educational programs across a broad spectrum of health areas, including trachoma, eye health, skin health, tobacco and healthy lifestyles, FASD and diabetes education, amongst others. Programs in PHU aim to increase community members' ability to have control over their own health, through raising awareness, health promotion and health education, specific health checks and screening, and responding to public health issues.

➤ **Piliyintinji-ki - Stronger Families**

Piliyintinji-ki Stronger Families (PSF) operates on the ethos that community development and empowerment, through a range of responsive and appropriate initiatives and direct supports, is the most meaningful approach to promoting effective ways to address the 'whole of life' issues impacting on our clients' health and wellbeing.

PSF takes a collaborative approach to working with all stakeholders to build solid relationships that reinforce connections to the principal of a 'whole of life' health care model and provides culturally appropriate and responsive programs and services for Aboriginal men, women and children that include: promotion and prevention initiatives fundamental to improve physical, spiritual, social and emotional health and wellbeing; access and referral to a range of services to assist with the impacts of alcohol and other drugs misuse/abuse; family and parenting strengthening; community connectedness; outreach and advocacy, and counselling and practical supports for individuals and families experiencing social and emotional distress associated with trauma and grief, forced separation of children from their families, family violence and suicide.

This wrap-around model of service delivery assumes a holistic approach to care and supports that are delivered with regard to cultural protocols and practices, including gender and familial obligations.

Nyangirru Piliyi-ngara Kurannta - Corporate Services

The Corporate Services Section is the business of the organization responsible for Management and Elected Arm administration, regional organizational partnerships, operational policies and procedures, income and expenditure reporting and monitoring service delivery goals for each Anyinginyi Section for implementation. Corporate Services also delivers financial management and asset development, efficient and responsive human resources, Information Technology, and stores and property management.

Corporate Services continually reviews systems to identify the range and scope of accountability pathways, financial policy, management and procedural matters to ensure effective performance and delivery. Regional systems and structures to support appropriate staffing, human resources and industrial arrangements have been aligned with regional governance within budget scope.

Anyinginyi's CQI processes developed are operational according to the NT CQI program with ongoing CQI participation and support from a locally based Barkly CQI Facilitator position. Anyinginyi strives for an effective CQI program to be in place. The Anyinginyi Board of Directors has identified quality assurance as a priority for ongoing organisational development.