**JOB DESCRIPTION**

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| **Section** | Health Services Section – Parlpuru Ninji Kari | | | **Work Unit** | Senior Management |
| **Job Title** | Health Services Section Manager | | | **Level** | ASO 10.5 |
| **Job Type** | Full Time | | | **Duration** | 2 Year Fixed Term |
| **Salary** | $131,629pa - $148,014pa | | | **Location** | Tennant Creek |
| **Position Number** | Clinic 1 | **Budget** | HC | **Closing** | 29/03/2019 |
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| **Contact** | Dirk Bakker on 08 8962 2633 | | | | |
| **Position reports to** | General Manager | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet, an attached detailed resume/cv and response to the Selection Criteria. All applications to be sent to** [**hr@anyinginyi.com.au**](mailto:hr@anyinginyi.com.au)  **Confirmation of employment is dependent on the outcome of a Criminal History Check and successful application for an Ochre Card** | | | | |
| **Hours of Work** | Monday – Friday, excluding public holidays. 8.00am – 5.00pm Accrued Day Off (ADO) access. 8.24 – 5.00pm – no ADO’s access. Weekend work may occur | | | | |
| **Special Measures** | Not applicable to this vacancy. | | | | |
| **About Benefits** | Salary packaging up to $15,899.94pa, Subsidised accommodation for candidates from outside of the Barkly region,6 weeks annual leave, Free employee only, gym membership , Free employee only, General Dentistry, (Laboratory work to be paid by employee), Free employee only, general prescriptions and private use of corporate vehicle up to 2,500km per year. | | | | |

**Primary Objective:**

As a member of the Anyinginyi Executive Leadership Team and reporting to the General Manager, this position will see you managing the staff and resources of the Anyinginyi Health Services (Health Centre, Rural and Remote and Allied Health), to ensure a high standard of care is provided in a culturally responsive manner. You will work closely with fellow Section Managers in multi servicing needs for Anyinginyi clients.

**Context Statement:**

Anyinginyi Health Aboriginal Corporation is a multi – disciplinary Aboriginal community controlled organisation which provides primary health care services to the Aboriginal people of Tennant Creek and the surrounding Barkly region.

**Key Duties and Responsibilities:**

1. Ensuring strategic links are established and maintained with funding bodies and other external service providers working in the areas associated with Primary Health Care, especially the internal liaison and service coordination between Anyinginyi sections
2. Preparing and managing budgets and monitoring Funding Agreement compliance, including reporting requirements
3. Support the preparation and analysis of data pertaining to reporting for internal and external stakeholders and whole of government on a variety of health matters.
4. Communicating Board and Senior management decisions to staff and provide Board and senior management with regular status report on the program, as directed by the General Manager
5. Effectively manage the staff and resources of the Heath Services Centre including attracting and retention of employees.
6. Enhance service delivery quality through CQI processes that support ongoing improvement
7. Review operational functions across all service delivery areas for the Health Centre
8. Maintain AGPAL accreditation
9. Ensure services are delivered in a culturally responsive manner at all times.
10. Acknowledge and respect Aboriginal values, believes customs language and traditional practices.
11. Proactively contribute to addressing WH&S hazards/incidents and adhere to infection control processes as required
12. Effective management of identified issues on Riskman.

**Selection Criteria**

**Essential:**

1. Five years Executive Management experience in the not for profit sector and/or Aboriginal community controlled organisations, delivering primary health care services.
2. Demonstrated analytical and problem solving skills as well as, in relation to employee management
3. Demonstrated experience working with a community controlled Aboriginal organisation and the ability to develop/deliver organisational strategic planning goals
4. An understanding of Aboriginal traditions and customs including a willingness to incorporate Aboriginal culture and traditions into service delivery
5. Demonstrated experience in preparation of budgets, financial management, sourcing of future funding/submission writing, preparing and reporting on expenditure to Government funding bodies.
6. Experience in the manipulation of multiple reporting datasets, analysing and interpreting health data with an emphasis on accuracy, auditing and integrity for health development reporting.
7. Demonstrated awareness of the Commonwealth and Northern Territory Key Performance Indicators.
8. Well-developed time management skills, attention to detail, displaying personal motivation, initiative and enthusiasm to manage multiple tasks and meet competing deadlines, while maintaining quality standards.
9. Demonstrated computer literacy skills in Microsoft Office products, in particular excel, PowerPoint, and an aptitude to learn new programs.
10. The ability to work productively and as part of a team.
11. Willingness to work in a remote environment in remote conditions of the Barkly Region

**Desirable:**

1. Understanding of key Performance Indicators relating to “Closing the Gap”
2. Understanding of social determinants of Health
3. Understanding of community/individual empowerment.

**Approved: 25 February 2019 Barb Shaw, General Manager**