



**SUNRISE HEALTH SERVICE
ABORIGINAL CORPORATION**
PH: (08) 89 719 500
ABN 26 778 213 582 • ICN 4170

**First Floor Pandanus Plaza
25 First Street, Katherine
PO Box 1696, Katherine NT 0851**

Job Title	Director, Strategy & Development			Business Unit	Corporate
Employment Status	Fulltime			Duration	Permanent
Classification				Salary	\$135,000 - \$170,000
Position Number		Vacancy Closing	15/01/2020	Reports to Position	CEO
Contact	Bill Palmer – 08 8971 9500				
Organisation Information	http://www.sunrise.org.au/sunrise/home.htm				
Information for Applicants	Applications should be limited to a one-page summary sheet addressing the selection criteria and a detailed resume/cv attached. All applications to be sent to recruitment@sunrise.org.au Confirmation of employment is dependent on the outcome of a National Criminal History Check and successful application for an Ochre Card.				

Primary Objective:

This role will be responsible for strategic planning, horizon scanning, development of funding strategies, development of Aboriginal community control empowerment and integration, corporate governance (including compliance and Board support), systems and informatics, external relationships and communication with specific stakeholders, non-clinical research, quality management system management and risk mitigation.

Key Duties and Responsibilities:

1. Assist with the design and review of strategic and business plans and other organisational level plans
2. Coordinate accurate, timely and comprehensive reports and manage a continual program of compliance assessment including but not limited to legislative requirements, corporate plans, grant and corporate governance generally, SHS's record keeping systems.
3. Identify risks and emerging issues of strategic interest and provide information to facilitate responses to these issues.
4. Provide high level policy advice to CEO and the Executive Management Team and contribute to the development implementation and review of policies.
5. Develop and implement a Risk Management Framework which informs strategic planning processes and the risk based internal audit and review programs. This includes facilitating strategic risk assessment and ensuring risk treatment plans are in place, implemented and monitored.
6. Ensure the organisation of quarterly and annual Board meetings including accommodation, venues, informing participants and distributing documents required for the meetings.
7. Ensure the creation of minutes, action lists and agendas, including participating in Executive Management Meetings and the distribution of minutes and action lists from meetings.
8. Oversight of the development of appropriate systems and informatics that inform non-clinical research, quality management systems and operational risk management
9. Develop and implement enhanced Aboriginal community control that addresses the social determinants of health and identified health priorities.
10. Identify and develop funding strategies that address the requirements of the strategic and business plans as well as non-clinical research opportunities



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Selection Criteria

Essential:

1. High level demonstrated experience of good corporate and governance practices, including corporate and funding compliance
2. Demonstrated experience in risk management, quality audit functions and quality management systems generally;
3. Highly developed and demonstrated strategic, conceptual, and analytical skills, including proven ability to understand political, social, community and organisational contexts to assist with aligning operational activities to strategic objectives.
4. Exceptional interpersonal and communication skills including the ability to communicate concepts clearly and adapt to the needs of the audience in a way that individuals, without training or knowledge in governance, audit and risk management can understand and implement.
5. Proven performance in building and sustaining effective relationships and networks, including community, that results in engagement, ownership, partnership and community driven outcomes.
6. Demonstrated ability to achieve results, apply sound judgement to decision making and policy development and the provision of strategic advice.
7. Demonstrated ability in engaging, empowering and supporting Aboriginal communities to produce community driven results.
8. High level understanding of the social determinants of health, their impact on health and how they could be mitigated.
9. Tertiary qualifications in Business Management, Public Policy or similar.

Desirable:

1. Previous experience working in a culturally diverse environment.
2. 4WD experience and light plane travel.

Approved: December 2019

Approver: Bill Palmer – Chief Executive Officer