



Job Description

Section	Nyangirru Piliyi-ngara Kurannta – Corporate Services Section		Work Unit	Management
Job Title	Chief Executive Officer		Level	Negotiable Dependent on Experience
Job Type	Full Time		Duration	Reliant on ongoing funding
Salary	Negotiable		Location	Tennant Creek
Position Number	CSS 1	Budget	CSS	Closing
Contact	Executive Manager Human Resources 08 89 622 633			
Position reports to	Board of Directors			
Information for Applicants	<p>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</p> <p>Confirmation of employment is dependent on the outcome of a Criminal History Check and successful application for an Ochre Card</p>			
Hours of Work	Monday – Friday, excluding public holidays. 8.00am 4.30pm Weekend work may occur			
Special Measures	This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act and Special Provisions of the Commonwealth Racial Discrimination Act 1957. Aboriginal & Torres Strait Islander men and women are encouraged to apply.			
About Benefits	<ul style="list-style-type: none">• Full-time position• 38 hours working week 0800 - 1630 Monday to Friday• Occasional after-hours work, spend quality time with your family• Comprehensive range of employee benefits including:• Salary packaging as a not-for-profit organisation \$15,899.94pa• 6 weeks annual leave as well as personal/carer's leave up to 10 days per year.• 2 weeks study and professional development leave with up to \$5000 in study assistance.• Subsidised accommodation for you and family• Corporate vehicle for work and private use up to 2500 KM annually• Up to \$5000 relocation assistance and up to \$5000 repatriation assistance.• Twice a year FOIL of two days + \$1000 per occasion (\$2000 pa)• Employee access to Anyinginyi Health Clinic.• Employee Free Prescriptions• Free Employee Gym Membership• Free General Dentistry (Lab Work to be paid by employee).			

OUTLINE OF POSITION OBJECTIVES

Under direction of the Board of Directors, to lead and manage Anyinginyi Health Aboriginal Corporation legally and with integrity, with the resources provided, to deliver the best possible health outcomes for the Aboriginal communities of the Barkly Region and surrounding communities.

DUTIES

Duties

Board of Directors



Role responsibilities

Board Relations, Compliance and Organisational Performance

1. Accept responsibility and be accountable for organisational results and professional practice;
2. Ensure compliance by the Corporation to legislation, government requirements, Board policy and the Rule Book;
3. Provide Board members with relevant information, high level advice and training as appropriate
4. Provide objective and balanced advice to the Board;
5. Facilitate appropriate and effective interface between the Board and staff;
6. Develop and communicate plans to staff to implement Board decisions;
7. Be responsible for implementing all Board approved strategic plans;
8. Ensure any significant decisions that relate to the organisation, governance or relationship with stakeholders are understood and authorised by the Board of Directors;
9. Oversee statutory reporting functions, including preparation of annual reports, board reports and financial and compliance reporting;
10. Ensure the provision of high quality, professional, health care service to our community through the development, implementation and support of organisational policies and procedures.

Strategic Direction and Vision

With Board and staff:

1. Identify priority health needs within the community;
2. Initiate and develop organisational strategic plans ensuring overall cohesiveness with the strategic direction of our service delivery partners;
3. Define strategies, targets and outcome measures in support of strategic plans and program funding;
4. Develop long term plans for organisation development and growth;
5. Develop a policy framework for leading and managing the organisation in accordance with legal imperatives and government requirements;
6. Oversee development of organisation policies and procedures to ensure practices are consistent with strategic objectives

Resource Management

1. Ensure the most effective use of all resources to meet the changing needs of the community and staff;
2. Recommend annual budget to Board;
3. Actively seek funding sources to maintain and increase the organisation's resource base;
4. In conjunction with the management team prepare funding submissions;
5. Increase levels of self-generated income;
6. Work with the Executive Management Team to monitor and review financial performance including maintenance of cash flow, staffing profile and activity data;
7. Provide accurate and timely budget and performance reports to the Board, staff and to relevant government funding bodies and other government agencies;
8. Ensure that all buildings, assets and equipment are kept in good condition, suitable to the requirements of the organisation.



Community and Partner and Stakeholder Relations

1. Represent and promote Anyinginyi Health Aboriginal Corporation in key community and agency forums;
2. Build support for Anyinginyi Health programs and services amongst relevant stakeholders;
3. Liaise with other service providers to ensure best possible services and health outcomes for local Aboriginal people;
4. Arrange and conduct community consultations and information forums as necessary;
5. Ensure all programs are culturally appropriate;
6. Develop & maintain partnerships with government, community and other stakeholders.

Leadership

1. Provide leadership to the whole of the organisation and to the management group;
2. Take action to promote free flowing, respectful communication and a positive teamwork culture;
3. Regularly convene whole of organisation and management meetings and events;
4. Coordinate and guide the work and development of the Executive Management Team.

Human Resource Management

1. Manage staffing levels, recruitment and performance management and development of all staff;
2. Motivate, develop and empower staff to achieve quality outputs;
3. Develop career paths, training, opportunities, guidance and support to provide the best possible career and professional development for all staff;
4. Ensure all OHS and HR and IR legislative requirements are met, including all mandatory training for staff and Board members;
5. Manage with sensitivity the more challenging and complex performance, conduct or conflict issues.

Program Evaluation and Quality Assurance

1. Oversee ongoing organisational and clinical accreditation and quality systems;
2. Identify and meet service delivery standards;
3. Continuously evaluate all activities and programs and drive action to continually improve outcomes;
4. Ensure the development and implementation of a risk management process for the organisation;
5. Oversee and sponsor quality improvement initiatives;
6. Ensure achievement of operational management targets, evaluate outcomes against standards and implement improvements.

Administrative



1. Develop essential policies and procedures for Anyinginyi Health, arrange for Board approval as appropriate and ensure their implementation into day to day operations;
2. Coordinate the necessary preparation for Board and Annual General Meetings, meetings of the Executive Management Team and conferences.

Professional Development

Maintain and develop own professional, health industry and management qualifications, skills, knowledge and networks.

Workplace responsibilities

- Provide leadership, direction, support and supervision to all direct reports and staff within the organisation;
- Provide regular feedback and undertake performance management responsibilities with Executives and direct reports;
- Chair and manage regular staff meetings, ensuring participation from across the multi-disciplinary team;
- Ensure staff have training and development opportunities;
- Engage collaboratively with other Executive Managers to ensure the efficient delivery of quality and culturally relevant primary health care services; and
- Perform any other duties consistent with terms of employment as may be directed or implied from time to time.

Workplace Health and Safety responsibilities

- Ensure defined WH&S and injury management policies and procedures are followed across organisation;
- Lead and foster a strong safety culture focusing on the safety of own and others in the workplace;
- Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;
- Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
- Report all hazards or potential hazards;
- Ensure investigations and recommendations are carried out in a timely manner;
- Be familiar with emergency evacuation procedures and participate in regular training in safety procedures and ensure the organisation and all staff are trained and understand the procedures;
- Ensure regular safety inspections for your area are completed as scheduled; and



- Review all hazards and potential hazards and ensure control measures are put into place and followed.

Continuous Quality Improvement responsibilities

- Provide direction and support for the review the policy and procedures manuals across the organisation.
- Ensure action officers are identified in the continuous improvement framework.
- Ensure the Board is kept informed of continuous improvement outcomes.

SELECTION CRITERIA

Essential

1. Five or more years' experience as Chief Executive Officer, preferably in an Aboriginal Community Controlled Organisation.
2. Relevant Tertiary qualifications in Business or related field.
3. Proven ability to provide advice to a Board of Directors on complex issues, including risk management, quality improvement and compliance requirements
4. Demonstrated understanding of issues impacting upon the health status of Aboriginal communities and knowledge of current initiatives designed to improve Aboriginal health outcomes.
5. Demonstrated high level strategic thinking and planning ability, with proven achievement of strategic objectives
6. Proven senior leadership experience, including the ability to lead and develop a functional team and manage human resources
7. Demonstrated high levels of personal and professional conduct.
8. History of excellent rapport within a local Aboriginal community setting especially with Elders Groups, community driven boards and committees.
9. Relevant qualifications in management, health management, business or similar discipline
10. Financial management experience including budgeting and program management
11. Experience in securing and managing both Government funded programs and self-generated income
12. Experience of developing and implementing effective management systems, including policies, procedures and financial systems for an organisation
13. Demonstrated high level of interpersonal, verbal and written communication skills

Desirable

1. Experience in driving and facilitating change in a complex organisational and sector settings
2. Relevant inspirational vision for the future of the organisation
3. Knowledge of the local Aboriginal community serviced by Anyinginyi Health Aboriginal Corporation.



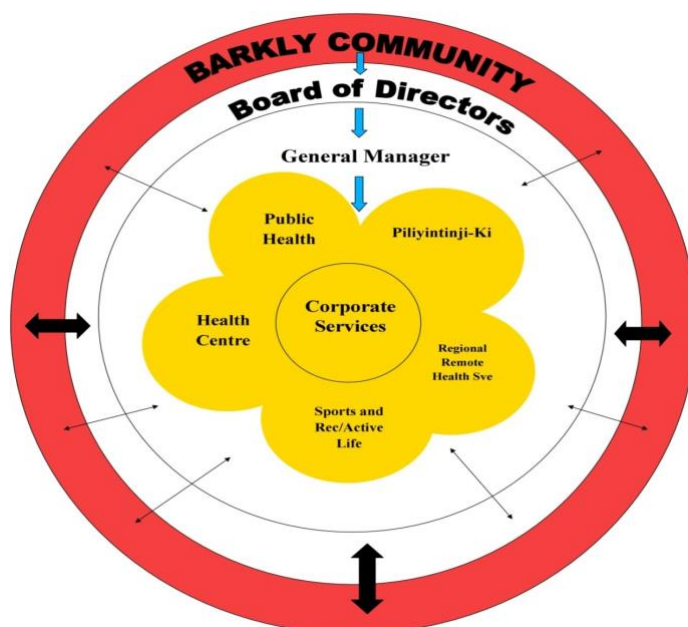
4. Advanced computer skills

Licence

1. Current 'C' Class driver's licence is mandatory for this role.

Organisational Overview

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.

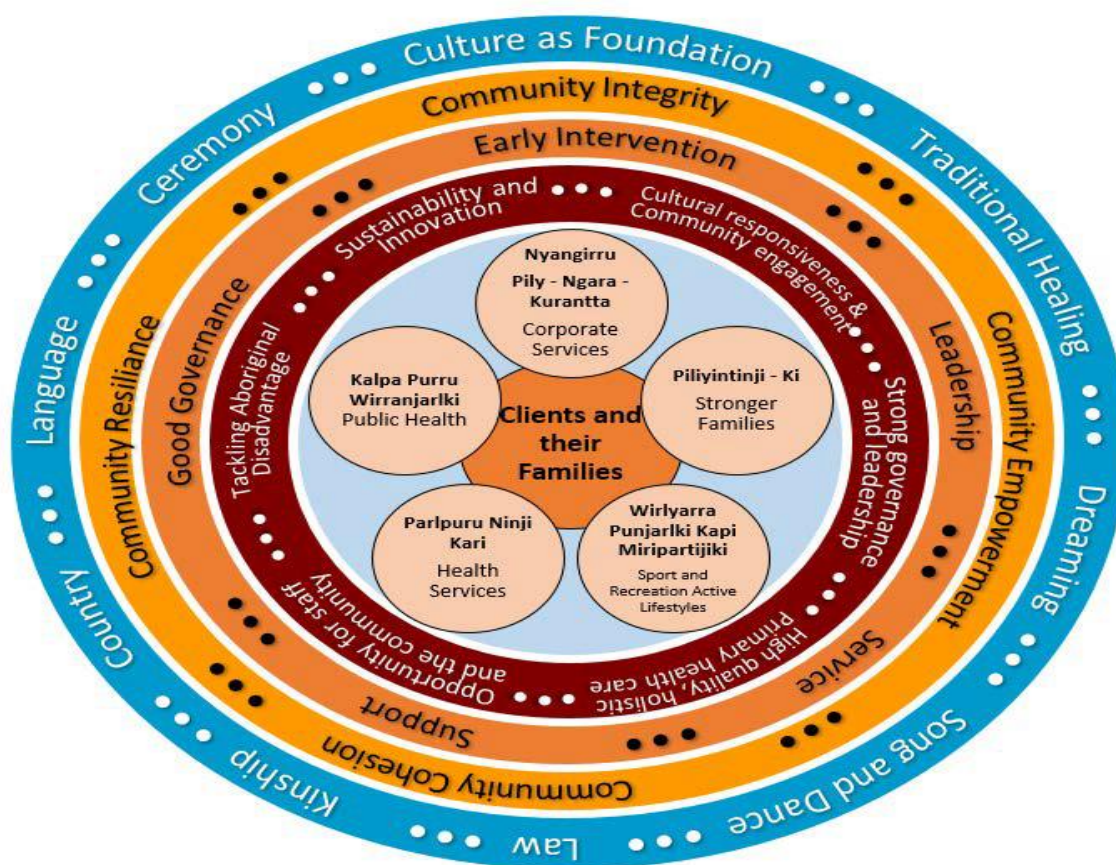


The General Manager over sees the everyday operations of Anyinginyi as an entity. Each highlighted Section is managed by individual Section Manager to guide and direct the programs of each section and oversee the management of employees.

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 need's basis
- Anyinginyi representatives from their individual sections going out and providing an outreach service to the community/communities or promotion of programs

Primary Health Care Delivery Model



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.



The model recognizes the strong role Culture and Cultural Authority plays in a holistic approach to good health and well - being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families and clients. Culture sets the foundation for Anyinginyi to strive to be compliant with maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care.

Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.