

# ABORIGINAL HEALTH COUNCIL OF SA LTD.

*Our Health, Our Choice, Our Way*

## JOB AND PERSON SPECIFICATION

**Position:** Senior Health Policy and Strategy Officer

**Classification Code:** AHCSA Level 7

**Appointment:** Full time contract until 30 June 2019

**Approval:** ..... **Date:** .....

Board of Directors

Aboriginal Health Council of SA Ltd.

## JOB SPECIFICATION

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### 1. Summary of the broad purpose of the position in relation to organisation goals:

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Aboriginal Health Council of South Australia Ltd. (AHCSA) is the peak body representing Aboriginal community controlled health and substance misuse services in South Australia at a State and National level. Our primary role is to be the 'health voice' for all Aboriginal people in South Australia. We achieve this by advocating for the community and supporting workers with appropriate Aboriginal health programs based on a holistic perspective of health.

AHCSA is a membership-based peak body with a leadership, watchdog, advocacy and sector support role, and a commitment to Aboriginal self-determination. The Board of Directors and the Secretariat collectively form AHCSA. The role of the Secretariat is to undertake work directed by the Board on which all Member organisations are represented.

The Senior Health Policy and Strategy Officer supports and implements the objectives and policies of the AHCSA Ltd. by assisting Aboriginal communities to identify their health service needs, and assisting the management of Aboriginal community controlled health services by advocating for their needs at a state and national level. This role also helps to translate community health needs into health service outcomes; assist the AHCSA Board of Directors to develop health support strategies and represent the needs of Aboriginal communities to relevant stakeholders, including the Aboriginal Health Branch and the Department of Health; and be responsible for developing policy and provide advice on a wide variety of Aboriginal Health issues in response to AHCSA Board and Secretariat priorities.

This senior role within AHCSA will provide support to the CEO and Deputy CEO by delivering proactive leadership to AHCSA generally and to their own work area specifically. As an identified core position within AHCSA this role will also undertake specific project work as determined by the CEO which could involve the preparatory work, formation or establishment of new programs or projects within or on AHCSA's behalf.

The position will be expected to operate with a high degree of independence in overseeing specific projects and strategies aimed to assist AHCSA as the peak body for Aboriginal health in South Australia. The role will be responsible for developing and maintaining effective communication and working relationships with existing networks across the Aboriginal community health sector and broader sector and will operate under the principles of Aboriginal community control.

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## **2. Reporting/ Working relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).**

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The Senior Health Policy and Strategy Officer is accountable to and reports to the Deputy Chief Executive Officer. This position will be responsible for the leadership and supervision of staff in the Quality Systems Team. The Quality Systems Team provides comprehensive clinical and organisational support to Members, by applying a CQI focus to patient information management systems, data collection and analysis, and clinical governance. This position will need to have sound knowledge and understanding regarding comprehensive clinical and organisational systems, although they may not necessarily use these in daily practice, this skillset will enable this position to support and complement the Quality Systems Team.

This leadership and supervision will include, but is not limited to:

- managing the performance (or under-performance) of staff through providing constructive feedback and initiating performance conversations, periodic reviews and, if necessary, disciplinary procedures in line with AHCSA policies, guidelines and Enterprise Agreement.
- setting and implementing service staff priorities and objectives (or performance indicators) in consultation with staff ensuring these are clearly established, communicated and monitored.
- ensuring staff practice reflects organisational policies, procedures and other legislative requirements including WHS, Contract of Employment, Enterprise Agreement etc.
- conducting a formal review with each staff member at least annually and initiating suggested modifications to Job & Person specifications.
- providing leadership on, and contributing to, the development and review of organisational policies particularly relevant and applicable to that area of responsibility, and
- providing leadership to the team through motivating staff, providing guidance, creating confidence, building morale and ensuring an efficient work environment as much as possible in accordance with AHCSAs priorities and giving support to AHCSAs senior management.

Delegations will include:

- Signing of time sheets.
- Approving personal and flexi leave (annual leave will be approved by the Deputy CEO).
- Netsuite approvals within financial delegation limits.
- Vehicle use approvals.
- Approval of training within financial delegation limits.
- A financial delegation of \$2,000.

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## **3. Special Conditions**

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- a) Some intra-state travel, including overnight absences, may be required.
- b) Possession of a current driver's licence is essential.
- c) Criminal history screening check essential.
- d) Out of hours work will be required.
- e) Three month probationary period will apply.

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## **4. Statement of key responsibilities**

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The **Senior Health Policy and Strategy Officer** will provide leadership to AHCSA and the ACCHO sector in relation to National and State level Policies that will have an effect and impact on the health and wellbeing of Aboriginal people and Aboriginal communities in South Australia. This position will primarily:

- Provide policy support and advice to the CEO, Deputy CEO and AHCSA Executive/Board and ensure that the health policy requirements of AHCSA are satisfied.
- Monitor National and State Government Health Policies ensuring that the views of the ACCHO sector in SA are represented at various levels of policy debate and discussion.

- Contribute to the planning and development and implementation of Aboriginal Health Policies and programs at a State wide level.
- Provide project support to further the priorities developed by the CEO, Deputy CEO and Board.

The Senior Health Policy and Strategy Officer position will:

- Contribute to AHCSA's vision "All Aboriginal people enjoy a high quality of health and well-being".
- Create a culture within the Quality Systems team that is productive, professional, collaborative, flexible and aligned to AHCSA's mission and values.
- Network across the organisation to understand the strengths and resources available.
- Constructively and positively participate in the development, improvement and implementation of systems and processes.
- Actively share ideas and resources with peers and staff.
- Contribute to the promotion of the general management aims and personnel management standards in particular EO, Work Health and Safety and the merit principle by adhering to the provision of relevant acts, awards and agreements.
- Within position scope, perform any other duties as may be required from time to time.

### **Strategic**

**Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a state wide basis.**

- Actively contribute to the development and implementation of a collection of priorities as they relate to workforce, health care plans, health reform and improvement initiatives for the ACCHO Sector.
- Work closely with community organisations, government, non-directed and statutory advisory bodies as required to promote Aboriginal health advocacy and gather support and/or provide expert opinion on Aboriginal health policy direction.
- Provide advice to the CEO, Deputy CEO and Board on matters concerning the Commonwealth and State Government's initiatives and agenda as they relate to Aboriginal health.
- Represent AHCSA at State/Commonwealth level committees and working parties relevant to the portfolio of work.
- Forge and maintain linkages with other Policy and Strategy teams within the ACCHO's, National Aboriginal Community Controlled Health Organisation (NACCHO) and Aboriginal communities.
- Manage draft responses to Parliamentary Questions, Briefing notes, Ministerial and other correspondence as required.

### **Operational**

**Maintain a position and view across National and State policy agendas and frameworks that will impact on AHCSA. The position and view will be done in consultation with our member services and will include evaluation and feedback.**

- Undertake planning and policy research tasks on health policy issues.
- Develop position papers, priorities and strategies to determine policy priorities.
- Influence mainstream government and non-governmental organisation to position the AHCSA in the 'mainstream' policy debate in relation to state and national health reforms.
- Assist and support the Statewide CQI Coordinator to:
  - Develop, implement and evaluate service planning and development projects.
  - Undertake policy needs analysis for the AHCSA member organisation.
  - Provide a vital link between the SA Aboriginal Community Controlled Health Services and Government.

**Channel information about the health service needs from AHCSA's member communities to the AHCSA Board and other stake holders.**

- Information provided to key stake holders by the AHCSA reflects the health service issues and needs identified by AHCSA's member communities; the planning and programs of SA Health, Department of Health, Rural Doctors Workforce Agency, GPEx and NACCHO refer to information provided by AHCSA.
- Participate on the South Australian Aboriginal Health Partnership (SAAHP) Management Committee by representing AHCSA and providing relevant Aboriginal community health information to support and advocate for the ACCH Sector and contribute to the SAAHP Work Plan and the development of service plans.
- Collate and maintain information on Aboriginal health issues.
- Provide information to support Aboriginal communities.
- Collate and maintain data from Aboriginal Health Services where possible.
- Manage the production of the AHCSA newsletter and Annual Report.
- Prepare media releases for the consideration of the CEO, Deputy CEO and Chairperson.
- Monitor and report on Aboriginal health issues to the AHCSA Board.
- Prepare Position Papers and other areas of policy development for AHCSA, and work in collaboration with the Statewide CQI Coordinator to support the preparation of Policy Papers to assist AHCSA Members.

**Advocate and reinforce primary health care through Aboriginal community controlled health services.**

- Support the AHCSA Members through a program of regular visits.
- Assist the Aboriginal communities to identify their health service needs and feed information to the AHCSA Board.
- Assist in developing health support strategies for Aboriginal communities, based on identified needs.
- Collate and present community health information to planning forums.
- Represent the needs of Aboriginal communities to the SA Health Local Health Networks and Department for Health and Ageing and the Commonwealth Department of Health.

**Key Performance Indicators:**

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**Operational**

- Assist the CEO and Deputy CEO to coordinate an informative and effective CEO Forum.
- Provide accurate and detailed written program reports reflecting the accomplishments of the team to:
  - The Deputy CEO on monthly basis
  - The AHCSA Board and Executive meetings.
- Coordinate the collation of the QST annual action plan, quarterly reports and annual activity report in cooperation with the Deputy CEO to meet the agreed funding deadline(s) for the Funding Bodies.
- Weekly meetings with team members to ensure that the Quality Standards team remains well-informed and responsive to members' concerns.
- Provide supportive, transformational leadership.
- Constructively and positively operate in a changing and ambiguous environment.
- Constructively participate as part of the QST in a collegiate manner demonstrating respect for colleagues and working effectively with colleagues.
- Personal behaviours support and align with the Code of Conduct.
- Regular attendance and positive participation at staff, team and Business Management Group meetings

## **Advocacy and Support**

- Regular contact with the AHCSA Members to assist with networking, support, feedback where required.

## **Policy**

- Each aspect of AHCSA's core business has a sound policy basis.
- The policy directions discussed at committees, working parties, seminars and conferences are recorded and referred to the Board with recommendations for action, backed by substantiating argument; subsequent decisions of the Board are translated into action.
- The AHPSC will advocate and reinforce primary health care in support of AHCSA Members through regular, informed positive visits: at least one visit per service per year.

## **Communication**

- Regularly maintain and update information on the AHCSA Website.
- Three high quality newsletters are prepared and published per year.
- The annual report is collated and prepared in time for the AHCSA Annual General Meeting.
- Provide clear and concise communication to inform the BMG, Deputy CEO / CEO and Board/ Executive meetings of issues, outcomes and concerns of the QST and vice versa.

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# **5. ESSENTIAL CRITERIA**

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## **5.1 Educational/Vocational Qualifications**

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- a) Tertiary and/or vocational level training in primary health care, community health or community development and/or experience relevant to the position.
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## **5.2 Personal Abilities/Aptitude/Skills**

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- a) Demonstrated ability to work with Aboriginal communities, their leaders and health professionals, while respecting traditional culture, values and ways of doing business.
  - b) Demonstrated ability to collaborate with Aboriginal Communities through effective consultation and negotiation.
  - c) Proven ability to work independently under very broad direction and to identify performance outcomes, plan activities and set priorities to achieve objectives and meet deadlines.
  - d) Demonstrated high level English language skills, with the ability to communicate clearly, concisely and effectively, both verbally and in writing to a range of audiences.
  - e) Sound consultation and negotiation skills, with the ability to recognise and resolve conflict.
  - f) Demonstrated interpersonal skills and ability to exercise tact and diplomacy, deal appropriately with sensitive issues and maintaining a high level of confidentiality at all times.
  - g) Demonstrated organisational and analytical skills, and the ability to work under broad guidelines, determine priorities and manage workloads in order to meet agreed timelines and objectives.
  - h) Demonstrated ability to work effectively as a member of a team as well as independently as required.
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## **5.3 Experience**

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- a) Experience in working with Aboriginal people, organisations and communities.
- b) Considerable skills and experience in the formulation, analysis and evaluation of policy.

- c) Excellent written communication skills, including the ability to write high quality submissions, reports and correspondence.
- d) Broad experience in policy development in a range of organisations and/or contexts.
- e) Strong research, analytical and problem solving skills with experience and exposure to policy development and implementation.
- f) Experience in supporting organisational accreditation processes including compliance with relevant legislation.
- g) Demonstrated ability to lead and supervise staff and manage them to achieve required outcomes.
- h) Social Marketing skills or the capacity to quickly acquire such skills.
- i) Experience in establishing effective relationships between teams.
- j) Experience in supporting organizational change.
- k) Experience in developing and maintaining effective networks, alliances and relationships with Aboriginal individuals, organisations and communities.
- l) Experience in developing and maintaining effective and productive working relationships with key external stakeholders including government agencies and non-government organisations.
- m) Experience in the use of information technology based systems, including word processing packages, electronic mail, databases and spread sheets.
- n) Experience in writing reports, facilitating meetings, minute taking and developing/ delivering presentations.

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#### **5.4 Knowledge**

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- a) Understanding of the concepts of community development and community capacity building.
  - b) Sound knowledge of the political, historical and social economic circumstances that have affect Aboriginal and Torres Strait Islander People, their culture and communities.
  - c) Sound knowledge of the philosophy of Aboriginal Community Controlled principles, including social justice and self-determination.
  - d) Sound knowledge of primary health care and well-being and health promotion.
  - e) A sound knowledge of Aboriginal health and well-being issues and the operation of Aboriginal community controlled health services.
  - f) Sound knowledge of Aboriginal health and well-being issues.
  - g) Possess understanding of, and demonstrated commitment to, the principles and practice of equity and diversity, and safety in the workplace.
  - h) Knowledge and understanding of the role and function of AHCSA Ltd. and its relationship with Aboriginal community controlled health organisations.
  - i) Knowledge of quality improvement processes and tools.
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## **6.0 DESIRABLE CRITERIA**

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### **6.1 Educational/Vocational Qualifications**

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Nil

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### **6.2 Personal Abilities**

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- a) Ability to adapt to a changing environment, new systems, and new challenges.

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**6.3 Experience**

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- a) Experience in policy evaluation and review.
  - b) Experience in developing policy within Aboriginal health organisations.
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**6.4 Knowledge**

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- a) Detailed knowledge and understanding of the role and functions of AHCSA Inc.
- b) Knowledge of primary health care principles.

**Acknowledged by Occupant**

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**Print name**

**Signature**

**Date**