

Job Description Form	Policy Officer - Workforce
Work Group:	Policy and Public Health
Work Unit:	Policy, Advocacy and Strategy
Reports To:	Executive Manager – Policy and Public Health
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Classification:	Administrative Grade 4
Approved by CEO:	7 July 2020 (Des Martin)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

MISSION STATEMENT

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

ORGANISATIONAL VALUES

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.

These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The Policy Officer - Workforce will report to the Policy and Strategy Manager and is accountable to the Executive Manager – Policy and Public Health. The role is responsible for: maintaining a view across national and state policy issues relating to workforce; providing policy advice on workforce issues; and, ensuring that AHCWA develops and leads innovative and effective policies, projects and practices to strengthen the Aboriginal health workforce.

This position will work closely with all AHCWA Work Units, AHCWA's Aboriginal Community Controlled Health Services (ACCHS); Regional Health Planning Forums and other key external stakeholders. The Policy Officer – Workforce will provide timely verbal advice and written submissions on national and state policy agendas specifically in relation to policies that will impact on the AHCWA and WA Aboriginal Community Controlled Health Sector workforce.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
- Liaises with a variety of government agencies, non-government organisations, stakeholder representative groups, and community groups.

INTERNAL

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
STRATEGIC	<ul style="list-style-type: none"> – Provide strategic advice on policies and projects, as related to the development of the Aboriginal health workforce. – Contribute to the planning, development, implementation and evaluation of Aboriginal health workforce programs on an organisational, state wide and national basis. – Actively contribute to the development and implementation of a collection of policy priorities in collaboration with AHCWA's Member Services. – Work as part of the broader Policy and Public Health Team on submissions as required. – Work closely with AHCWA's Sector Engagement Officer, community organisations, government, non-

	<p>directed and statutory advisory bodies as required to promote Aboriginal health advocacy, and gather support and/or provide expert opinion on Aboriginal health policy directions.</p> <ul style="list-style-type: none"> – Forge and maintain linkages with other Policy and Strategy teams within the ACCHS, National Aboriginal Community Controlled Health Organisation (NACCHO), affiliated peak bodies and Aboriginal communities. – When required, assist the Policy and Strategy Manager with the bi-monthly CEO Network Meeting. – Assist the Policy and Strategy Manager to develop, implement and evaluate Policy, Advocacy and Strategy Team quality improvement activities.
OPERATIONAL	<ul style="list-style-type: none"> – Maintain a position and view across National and State workforce policy agendas and frameworks that will impact on AHCWA and the ACCHS of WA: – Undertake planning, project development and policy research tasks on health workforce policy issues – Develop position papers, submissions and strategies to promote ACCHS sector workforce policy priorities. – Assist in drafting responses to Parliamentary Questions, Briefing notes, Ministerial and other correspondence as required. – Assist the Policy and Strategy Manager to undertake policy needs analyses for the AHCWA member organisations – Assist AHCWA's communications team to update, maintain and monitor the organisation's social media presence, as required. – Explore and introduce new opportunities for effective communication with stakeholders – Provide a vital link between Western Australia's Aboriginal Community Controlled Health Services, Community Sector and Government. – Actively contribute to the development and implementation of a collection of other policy priorities in collaboration with AHCWA's Member Services, as required.

	<ul style="list-style-type: none"> – Participate and be an active member in internal and external committees, where relevant and related to policy e.g. Annual State Sector Conference.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> – Actively participate in the organisation's QMS (LogiQC). – Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
OTHER	<ul style="list-style-type: none"> – Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values. – Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture. – Attend and participate in professional development activities including workshops and training as required. – Attend and participate in Employee Development Days. – Participate and comply with all Work Health & Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA). – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives.

POSITION KEY PERFORMANCE INDICATORS

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

KEY RESULT AREA	KEY PERFORMANCE INDICATORS
STRATEGIC	<ul style="list-style-type: none"> – Contribute to the planning, development, implementation and evaluation of Aboriginal health workforce policies and programs on an organisational, national and state wide basis. – Effective and timely consultation with the ACCHS sector. – Professional and effective representation of AHCWA with all external stakeholders. – Effective and timely support to the CEO Network.

OPERATIONAL	<ul style="list-style-type: none"> – Maintain a view across National and State policy agendas and frameworks that will impact on the ACCHS of Western Australia. – Provision of well researched and timely policy advice. – Timely and effective consultation and collaboration with internal stakeholders on policy and advocacy submissions that relate to all AHCWA Work Units.
-------------	---

COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Tertiary qualifications in a relevant discipline (community development, social science, public health, public policy etc.) and/or equivalent knowledge, skills and experience.
- Considerable skills and experience in the formulation, analysis and evaluation of policy.
- Excellent written communication skills, including the ability to prepare high-quality written materials including submissions, position papers, briefing notes, reports and correspondence.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Excellent time management skills, with the ability to manage competing priorities and meet strict deadlines.
- High level of initiative with the ability to be proactive and work autonomously as and when required.
- Demonstrated ability to contribute ideas and demonstrate initiative and flexibility.
- Strong computer skills with advanced Microsoft Office skills in Outlook, Word, Excel and PowerPoint.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- A sound understanding of the Aboriginal Community Controlled Health sector and relevant health and workforce policies.

- Demonstrated ability to communicate effectively and credibly with Aboriginal and Torres Strait Islander peoples to ensure that their views are incorporated into health service planning, development and implementation.

PRACTICAL REQUIREMENTS:

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences may also be required.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE
--

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	