

<b>Job Description Form</b>	<b>Sector Engagement Officer (50D)</b>
Work Group:	Office of the Chief Executive Officer
Work Unit:	Policy, Advocacy and Strategy
Reports To:	Policy and Strategy Manager
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Classification:	Administrative Grade 4
Approved by CEO:	12 January 2021 (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 Sector Engagement Officer directly reports to the Policy and Strategy Manager, and is accountable to the Chief Executive Officer. This position engages with metropolitan, regional and remote Aboriginal communities and Aboriginal Community Controlled Health Services (ACCHS) on national and state level policies and issues that affect the ACCHS sector, and

impact the health and wellbeing of Aboriginal people and their communities in Western Australia. This role provides an important link between ACCHS engaged in direct service delivery, AHCWA, government agencies and other non-government organisations, and maintains strong networks across the sector to share knowledge and information to support the delivery of culturally secure, comprehensive primary health care.

The Sector Engagement Officer works closely with all AHCWA Work Units; AHCWA's Member Services; WA Aboriginal Health Planning Forums; and, key external stakeholders to provide timely input and advice on health policy and program matters.

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 (including the WA Department of Health, the WA Country Health Service and the WA Primary Health Alliance), 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 (AHCWA).

## RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
STRATEGY	<ul style="list-style-type: none"> <li>– Promote collaboration between WA ACCHS, government agencies and other non-government organisations on health policy directions.</li> <li>– Advocate on behalf of AHCWA's Member Services to improve health outcomes for Aboriginal people and their communities.</li> <li>– Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a state and national level.</li> <li>– Provide a cultural lens to AHCWA policy positions, including the evaluation of national and state government policy positions.</li> </ul>

	<ul style="list-style-type: none"> <li>– Provide relevant feedback from Sector Engagement activities (including information about issues and concerns affecting metropolitan, regional and remote WA including priority areas of need, service delivery gaps and duplications) to assist the Policy, Advocacy and Strategy Team in drafting submissions, advice and feedback on policy matters, and correspondence as required.</li> </ul>
SECTOR ENGAGEMENT	<ul style="list-style-type: none"> <li>– Develop strong and trusting working relationships with WA ACCHS.</li> <li>– Collaborate with key stakeholders to promote opportunities for AHCWA and Member ACCHS.</li> <li>– Facilitate consultation on key issues with AHCWA's Member Services.</li> <li>– Attend and participate at Aboriginal Health Planning Forums.</li> <li>– Provide advice to external stakeholders about protocols and processes for engaging with the AHCWA CEO Network and Aboriginal Health Planning Forums.</li> <li>– Prepare and develop responses to issues identified in Aboriginal Health Planning Forums and provide regular updates to the CEO Network.</li> <li>– Represent AHCWA at key events, round tables, discussions and workshops.</li> <li>– Promote Aboriginal health and wellbeing issues and initiatives through relevant networks.</li> <li>– Identify opportunities for prospective service delivery.</li> <li>– Liaise with relevant stakeholders including the Western Australian Aboriginal Health Ethics Committee (WAAHEC) and Regional Aboriginal Health Ethics Committees on research issues raised in Aboriginal Health Planning Forums.</li> </ul>
CULTURAL ADVICE	<ul style="list-style-type: none"> <li>– Provide cultural advice and guidance to the Office of the CEO Work Group, and across AHCWA more broadly as required, to ensure culturally safe practices are promoted and adhered to.</li> </ul>
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none"> <li>– Actively participate in the organisation's QMS (LogiQC).</li> <li>– Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.</li> </ul>
OTHER	<ul style="list-style-type: none"> <li>– Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.</li> <li>– Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.</li> </ul>

	<ul style="list-style-type: none"> <li>– Attend and participate in professional development activities including workshops and training as required.</li> <li>– Attend and participate in Employee Development Days.</li> <li>– Participate and comply with all Work Health &amp; Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA).</li> <li>– Identify and assist to reduce Work Health &amp; Safety hazards and risks.</li> <li>– Follow the reasonable direction of Work Health &amp; Safety representatives.</li> </ul>
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### 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
STRATEGY AND SECTOR ENGAGEMENT	<ul style="list-style-type: none"> <li>– Provision of cultural advice and information to the Policy, Advocacy and Strategy Team for inclusion in AHCWA policy work.</li> <li>– Provision of information to the CEO Network on new or emerging issues from stakeholders and Aboriginal Health Planning Forums.</li> <li>– Provision of information to Aboriginal Health Planning Forums on state and national initiatives as well as AHCWA focussed priorities.</li> <li>– Facilitate formation of alliances with key stakeholders.</li> </ul>
OPERATIONAL	<ul style="list-style-type: none"> <li>– Representation of AHCWA at Aboriginal Health Planning Forums across WA.</li> <li>– Identification of key service delivery gaps and duplications.</li> </ul>

### 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:**

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984* (WA).
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Tertiary qualifications in a relevant discipline and/or equivalent knowledge, skills and experience.
- Highly developed interpersonal skills including the ability to proactively establish and sustain effective stakeholder relationships, and work collaboratively to achieve mutually beneficial outcomes.
- Strong attention to detail and considerable skills and experience in contributing to the formulation, analysis and evaluation of policy.
- Excellent written communication skills, including the ability to prepare high-quality written materials including policy advice, briefing notes, reports and correspondence.
- Excellent time management skills, with the ability to manage competing priorities and meet strict deadlines.
- Good keyboard skills and demonstrated competence in the use of desktop applications including Microsoft Office packages.

#### **DESIRABLE:**

- Demonstrated knowledge and understanding of issues that impact upon the health and wellbeing of Aboriginal and Torres Strait Islander people in metropolitan, regional and remote areas.
- A knowledge and understanding of the delivery of regional and remote mobile/outreach primary health care services to Aboriginal communities.

#### **PRACTICAL REQUIREMENTS:**

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty will 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.

<b>ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE</b>
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**I certify that I have read and understand the responsibilities assigned to this position.**

Employee Name:	
Signature:	
Date:	