

Job Description Form	Secretariat Officer
Work Group:	Office of the Chief Executive Officer
Work Unit:	Closing the Gap – Social Services
Reports To:	Project Manager – Closing the Gap
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>
Award Classification:	Administrative Grade 4
Approved by CEO:	20 July 2021 (Des Martin)

VISION STATEMENT

Aboriginal people in Western Australia enjoy the same level of health and well-being 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 Secretariat Officer reports to the Project Manager – Closing the Gap and is directly accountable to the Chief Executive Officer (CEO). The role sits within the newly established Closing the Gap – Social Services team, which is responsible for managing the establishment of a consortium of Western Australian Aboriginal Community Controlled Organisations (WA

ACCOs) with social services representation from, at a minimum, the housing, disability and early childhood care and development sectors.

The occupant will be responsible for providing highly quality and efficient secretariat, corporate governance and business support to the AHCWA Social Services Committee (the Committee), and Closing the Gap – Social Services team.

The role will also be required to provide secretariat and administrative support to the broader AHCWA team as required, including but not limited to the WA ACCHS CEO Network.

The occupant of this position will be expected to comply with, and demonstrate a strong and positive commitment to, Equal Employment Opportunity, Work Health & Safety, AHCWA's Code of Conduct, Quality Improvement, and Confidentiality throughout the course of their duties.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with the Aboriginal Advisory Council of WA, Aboriginal experts and leaders in the Aboriginal social services sector, WA Aboriginal Community Controlled Services, and the national Coalition of Aboriginal and Torres Strait Islander Peak Organisations (the Coalition of Peaks).
- This position liaises with a variety of government agencies, stakeholder representative groups and community groups, including but not limited to the housing, disability and early childhood care and development sectors.

INTERNAL

- This position maintains close working relationships with other employees and Board Directors of the Aboriginal Health Council of Western Australia.

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
SECRETARIAT SUPPORT	<ul style="list-style-type: none"> – Coordinate the efficient and effective operation of the secretariat function for the Committee, including but not limited to: <ul style="list-style-type: none"> ○ Preparing correspondence on behalf of the Committee; ○ Preparing meeting agendas and papers as required; ○ Arranging all travel and accommodation for Committee Members, forwarding all necessary paperwork to Finance for processing; ○ Coordinating venues and catering for all meetings;

	<ul style="list-style-type: none"> ○ Acting as a minute taker to all Committee meetings; ○ Reviewing Committee meeting papers and liaising with relevant parties to review and follow up where clarity or repositioning is required; ○ Drafting Committee meeting papers, briefs (including ministerial/external correspondence) and reports on relevant matters in a timely manner; ○ Coordinating all actions and resolutions from Committee meetings and maintain high-level records for auditing requirements; ○ Preparing and editing correspondence, communications, presentations and other documents on behalf of the Committee. – Develop, review and maintain documents in accordance with organisational policies and procedures, ISO Standards and any governance or contractual requirements. – Provide secretariat and administrative support to the broader AHCWA team; including but not limited to the provision of secretariat support for the AHCWA CEO Network.
GOVERNANCE	<ul style="list-style-type: none"> – Assist in the development and maintenance of relevant governance systems and frameworks for the Committee. – Assist in the regular review of governance processes including recommending and implementing changes, documenting new processes and procedures to support compliance, continuous improvement and innovative best practice in governance. – Perform a range of tasks to support the Committee including but not limited to retaining the currency of Committee Terms of Reference, conflicts of interest and Committee member registers and maintaining relevant governance records. – Assist in the development of governance structures, policies and procedures to guide the Committee in the establishment of an ACCO Consortium as an independent, incorporated body.. – Prepare responses to enquiries in relation to corporate governance and compliance. – Provide general advice on governance issues as they arise.
STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> – Establish and maintain effective relationships with key stakeholders internally and externally through effective communication, collaboration, negotiation and issues management to engage stakeholders and strengthen governance practices. – Consult and liaise with relevant stakeholders to obtain information and reports on time and to the satisfaction of the Committee Chair.

	<ul style="list-style-type: none"> – Respond promptly and courteously to stakeholder requests, collate and disseminate relevant information, resolve standard problems, escalate issues when required. – Foster collaborative working relationships with all relevant stakeholders.
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 and Safety responsibilities as per the <i>Occupational Safety and Health Act 1984</i> (WA). – Identify and assist to reduce Work Health and Safety hazards and risks. – Follow the reasonable direction of Work Health and Safety representatives. – Other activities as directed by the Project Manager – Closing the Gap.

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
SECRETARIAT SUPPORT	<ul style="list-style-type: none"> – High quality and expedient secretariat support to the Committee.
GOVERNANCE	<ul style="list-style-type: none"> – Establishment and maintenance of a relevant governance framework and systems for the Committee.

	– Maintain compliance of all governance systems.
STAKEHOLDER MANAGEMENT	– Effective management of key stakeholder relationships relevant to the work of the Committee.
QUALITY MANAGEMENT SYSTEM (QMS)	– Ensure all tasks assigned to this position are completed within a six (6) week period;

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:

- Demonstrated experience in the provision of high-level, confidential secretarial support in complex and dynamic environments to Board of Directors and/or Executive Committees.
- Strong minute taking skills at an Executive or Board level with the ability to listen and interpret information quickly.
- Knowledge and understanding of best practice corporate governance principles in Australia.
- Highly developed written communication skills including the ability to write clearly and concisely, prepare written reports, draft correspondences, edit documents, write instructional information and manage the output of quality information.
- Excellent interpersonal and verbal communication skills with the ability to communicate with clients, external visitors, managers and employees at all levels and present a professional image.
- Strong attention to detail and accuracy.
- Strong time management and organisational skills with the ability to be proactive, determine priorities and manage own workload.
- Ability to show initiative and work autonomously as and when required.
- Demonstrated ability to maintain confidentiality and exercise discretion at all times.
- Strong computer skills with advanced Microsoft Office skills in Outlook, Word, Excel and PowerPoint.
- Demonstrated ability to uphold the principles of Cultural Safety including an 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.
- Relevant qualification in Corporate Governance or demonstrated equivalent experience working in a company secretarial / corporate governance function.
- Demonstrated experience in networking/liasing with Aboriginal Community Controlled Health Services (ACCHS), Government Departments and Non-Government organisations.
- Demonstrated understanding and commitment to the principles of the Aboriginal community controlled sector.

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.

ACKNOWLEDGMENT AND ACCEPTANCE BY APPOINTED EMPLOYEE

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

Employee Name:	
Signature:	
Date:	