

Job Description Form	Tackling Indigenous Smoking (TIS) Coordinator
Work Group:	Public Health and Continuous Quality Improvement (PHCQI)
Work Unit:	Tackling Indigenous Smoking
Reports To:	Executive Manager - Public Health and Continuous Quality Improvement
Direct Reports:	3
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Service Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 5
Approved by CEO:	19 April 2022 (Amanda Collins-Clinch)

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

ABORIGINAL CULTURE

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

POSITION PURPOSE

The Tackling Indigenous Smoking (TIS) Coordinator reports to and is directly accountable to the Executive Manager - Public Health and Continuous Quality Improvement (PHCQI) and forms part of the broader PHCQI Work Group. The role is responsible for the management, coordination, planning, development, implementation and evaluation of collaborative activities associated with the AHCWA Tackling Indigenous Smoking team as per the funding agreement.

The Tackling Indigenous Smoking team will actively collaborate and work closely with the National Best Practice Unit to develop strategies, address key challenges, facilitate data collection, undertake performance reporting and participate in national and state workshops and training.

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 and 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, 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
COORDINATION, PLANNING, DEVELOPMENT, IMPLEMENTATION AND EVALUATION OF COLLABORATIVE ACTIVITIES REGARDING TACKLING INDIGENOUS SMOKING	<ul style="list-style-type: none"> - Coordinate the activities and provide support to the Tackling Indigenous Smoking (TIS) Program Officers in the Perth Metropolitan area, and the surrounding AHCWA Member Service region. - Develop networks in Indigenous communities in a specified region to build community support for health promotion activities, smoking prevention and smoking cessation outcomes.



	<ul style="list-style-type: none">- Tailor smoking prevention and cessation marketing materials to local/regional circumstances, including local languages as appropriate, drawing on funds available for this purpose.- Organise annual community events to support the smoking prevention and cessation social marketing campaigns, drawing on grants available for this purpose.- Work in partnership with other Regional Tackling Indigenous Smoking Coordinators and State-based Mentors.- Collaborate with the National Coordinator, Tackling Indigenous Smoking to align regional activities with national approaches.- Participate in appropriate training programs and networking opportunities, including national conferences, workshops and seminars.- Collect and report data to assist in the evaluation of the Department of Health Indigenous Australia's Health Programs.- Promote and support smoke-free workplace policies in the host organisation.- Ensure that program activities reflect any changes made to national priorities and KPI's.- Exemplify non-smoking and quit smoking behaviours.- Perform other duties as agreed between the Department of Health (Cth) and the organisation.
TEAM LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none">- Uphold, motivate, support and direct employees in the Tackling Indigenous Smoking Work Unit towards the organisation's aim, mission, vision, values and objectives as per the organisation Constitution and Strategic Plan.- Provide strong leadership, direction and accountability in all activities.- Provide leadership in problem solving issues that arise.- Ensure that employees are allocated responsibilities appropriately as per their job descriptions.- Update and review position JDF's at least annually.- Create, implement, monitor and maintain position/employee work-plans to meet project deliverables and organisational objectives.- Identify employees that require support and assistance in fulfilling their responsibilities and arrange for the provision of support and assistance.- Effectively delegate both routine and important tasks and decisions to subordinates.



	<ul style="list-style-type: none">- Promote and uphold an organisational culture that emphasises continuous quality improvement initiatives.- Monitor and closely review individual and team progress and results.- Hold frequent performance and professional development discussions including the completion of probation and performance reviews etc.- Ensure that the professional development needs of employees are met and are consistent with organisational policy- Support and encourage employees to undertake professional development initiatives, including being aware of each employees' career goals and developing professional development plans as required.- Promote continual quality improvement.- Address performance/behaviour issues of subordinates in an effective and timely manner.- Identify employees that may require performance management.- Where necessary, performance manage employees to ensure compliance with policy and procedures.- Engage with employees regularly, disseminating information effectively and in a timely manner.- Provide regular feedback including both positive and constructive feedback in an appropriate manner.- Promote a collaborative working environment for all employees.- Create strong morale and spirit within the team, encouraging collaboration, team work and knowledge sharing.- Develop and sustain employee engagement and commitment to the organisation's vision and objectives.- Address conflicts and grievances appropriately and in a timely manner in line with organisational policies and procedures.
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.- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and

	supporting employees to contribute to the effectiveness of the QMS.
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>Work, Health and Safety Act 2020</i> (WA). - Identify and assist to reduce Work Health and Safety hazards and risks. - Follow the reasonable direction of Work Health and 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
TIS PROGRAM MANAGEMENT	<ul style="list-style-type: none"> - Sound progress against agreed program deliverables and KPIs - Timely completion of all contractual obligations including program delivery, funding reports, evaluations and compliance requirements to a high standard. - Staying up to date with changes to national program and modifying activities to reflect changes. - Engage, build and foster key stakeholder relationships and partnerships that help advance program objectives. - Effective financial management and cost control, ensuring program outputs are met within budget constraints. - Build and sustain a high performing, cohesive and competent team that can actively meet the needs of the program.

QUALITY MANAGEMENT SYSTEM (QMS)	- Ensure all tasks assigned to this position are completed within a six (6) week period.
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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:

- Experience in communicating and working constructively with Aboriginal and Torres Strait Islander communities.
- Experience in developing and maintaining effective networks, alliances and relationships with Aboriginal and Torres Strait Islander individuals, families and communities, and health sector organisations.
- Understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
- Experience in project administration, coordination and planning.
- Experience in staff administration, coordination and planning.
- Well-developed interpersonal, written and oral communication skills.
- Demonstrated leadership ability.
- Social marketing skills or the capacity to quickly acquire such skills.
- Knowledge of smoking prevention and cessation programs.
- Ability to understand the needs of the Aboriginal and Torres Strait Islander Health Workforce.
- Possession of a current Western Australian Working with Children Check.
- 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.
- Ability to deliver appropriate training and other programs to achieve reduction of tobacco usage amongst Aboriginal and Torres Strait Islander health professionals.
- Graduate qualifications in the area of health sciences or education or equivalent experience.

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

Employee Name:	
Signature:	
Date:	