

Job Description	Policy & Strategy Manager
Work Group:	Office of the CEO
Work Unit:	Policy, Advocacy and Strategy
Reports To:	Executive Manager - Office of the CEO
Direct Reports:	2
Award / Agreements:	Aboriginal Community Controlled Health Services Award 2010 – Administrative Grade 6
Approved by CEO:	7 November 2017 (Des Martin)

1. MISSION STATEMENT

To lead the development of Aboriginal health policy, to influence and monitor performance across the health sector, to advocate for and support community development and capacity building in Aboriginal communities, to support the continued development of Aboriginal Community Controlled Health Services and to build the workforce capacity to improve the health, social and emotional wellbeing of Aboriginal People in Western Australia. A key role of AHCWA is to support, advocate for and provide quality services to our member Aboriginal Community Controlled Health Services.

2. POSITION PURPOSE

The Policy and Strategy Manager will report to the Executive Manager - Office of the CEO and is accountable to the Chief Executive Officer providing leadership to AHCWA 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 WA. The occupant will primarily:

- Be the initial point of contact for all policy related questions and input from WA Member ACCHSs
- Provide the AHCWA Executive/Board with sound policy advice and support
- Monitor National and State Government Health Policies ensuring that the views of the ACCHO sector in WA 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
- Develop and strengthen key strategic alliances, partnerships, networks and other collaborations between AHCWA and appropriate stakeholders, to support the overall goals of AHCWA and its members
- Support the WA ACCHS's CEO Expert Advisory Committee's work agenda

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.

3. KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers and team members of the Aboriginal Health Council of Western Australia.
- Given the range of tasks, this position has contact with CEOs of all Member Aboriginal Community Controlled Health Services.

4. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
STRATEGIC	<p>Contribute to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a state wide basis.</p> <ul style="list-style-type: none"> – 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-government and statutory advisory bodies as required to promote Aboriginal health advocacy and gather support and/or provide expert opinion on Aboriginal health policy direction – Provides advice to the CEO & Board on matters concerning the Commonwealth and State Government's initiatives and agenda as they relate to Aboriginal health – Represent the AHCWA 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 ACCHOs, 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	<p>Maintain a position and view across National and State policy agendas and frameworks that will impact on the Aboriginal Community Controlled Health Sector of Western Australia. The position and view will be done in consultation with our member services and will include evaluation and feedback.</p> <ul style="list-style-type: none"> – 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 organisations to position the AHCWA in the ‘mainstream’ policy debate in relation to state and national health reforms – Develop, implement and evaluate service planning and development projects – Undertake policy needs analysis for the AHCWA member organisations <p>Provide a vital link between Western Australia’s Aboriginal Community Controlled Health Services and government</p>
STAFF MANAGEMENT	<ul style="list-style-type: none"> – Effectively lead, support and direct employees within the work unit to achieve organisational objectives – Develop and sustain staff commitment to the organisation’s vision and policies – Supervise and conduct the performance appraisal of direct reports, including at the expiry of probation periods – Identify and address performance/behaviour issues of subordinates in an effective and timely manner – Manage compliance with organisational policies and procedures and implement changes as required – Promote and manage a safe and healthy workplace environment – Engage with employees regularly, disseminating information and providing effective feedback – Work within a legal and ethical framework – Facilitate regular team meetings – Meet regularly with each staff member to discuss professional development opportunities, mentoring, career pathways and areas of concern in their work plans and monthly reports

	<ul style="list-style-type: none"> – Act as the 2IC to the Executive Manager – Office of the CEO, assisting and supporting in the management of the entire Work Group. – In the Executive Manager's absence, take on some of tasks normally assigned to an Executive Manager.
OTHER	<ul style="list-style-type: none"> – Participate in continuous quality improvement activities and applies quality improvement principles to all duties performed. – Attend and participate in professional development activities including workshops and training as required – Attend and participate in Employee Development Days. – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives. – Contribute to the achievement of the objectives of AHCWA by providing a positive work environment. – Participate and comply with all Work Health & Safety responsibilities as per the <i>Occupational Health and Safety Act (WA) 1984</i>

5. 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 write high quality submissions, reports and correspondence
- Strong research, analytical and problem solving skills with experience and exposure to policy development and implementation
- Demonstrated experience in leadership and staff management including responsibility managing staff responsible for varied deliverables across a number of programs;

- Self-motivated and demonstrated ability to work well autonomously, with little direction;
- Strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships
- 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
- Demonstrated commitment to AHCWA's values, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control

DESIRABLE:

- Knowledge and understanding of national public policy relevant to Aboriginal and Torres Strait Islander health

PRACTICAL REQUIREMENTS:

- A current 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 will also be required.

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

Name:	
Signature:	
Date:	