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| JOB DESCRIPTION FORM: Leadership and Management Development Coordinator |

Position title: Leadership & Management Development Coordinator

Reports to: Executive Manager Workforce

Supervision of: 0

Award: (ACCHS

Classification: 6.1

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| **About Kimberley Aboriginal Medical Services:** |

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS), providing a collective voice and support for a network of member ACCHS from towns and remote communities across the Kimberley region of Western Australia.

KAMS was first established in 1986 as a cooperative between the Broome Regional Aboriginal Medical Service (BRAMS) and the East Kimberley Aboriginal Medical Service (EKAMS) now the Ord Valley Aboriginal Health Service (OVAHS) with membership expanding to Halls Creek health service committee and Fitzroy Crossing community representatives. These communities saw the benefit of sharing pooled resources and collective effort in the region

KAMS provides a wide range of services including: Financial and accounting; Regional population health programs; Social and Emotional Well Being Support; Health Promotion; Information Communication Technology Support; Corporate Services; Accredited health training and education and Research.

While the major role is in regional advocacy and support for member services, KAMS also provides comprehensive primary health care services in the remote communities of Beagle Bay, Bidyadanga, Balgo, Mulan and Billiluna. In 2014 KAMS established Kimberley Renal Services Pty Ltd to manage the provision of regional renal support and dialysis services in Broome, Derby, Kununurra and Fitzroy Crossing.

KAMS is a member of the Aboriginal Health Council of WA (AHCWA – [www.ahcwa.org](http://www.ahcwa.org)) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – [www.naccho.org.au](http://www.naccho.org.au)).

**Our vision** is to:

Improve the health and wellbeing of Aboriginal people in the Kimberley.

We will achieve this vision by:

* Supporting our member services to be strong, independent and effective ACCHO’s
* Ensuring we provide quality preventative and primary healthcare services to communities we service
* Providing leadership and advocacy on Kimberley Aboriginal health issues
* Ensuring we are an effective, accountable and sustainable organisation
* Building a skilled and sustainable Kimberley Aboriginal health workforce

**Our mission** is to ensure:

We are managed and controlled by Kimberley Aboriginal people, are locally and nationally recognised as an effective advocate for the Kimberley Aboriginal health sector and provide and support the provision of effective holistic and culturally appropriate primary health care services for Kimberley Aboriginal people.

We define Aboriginal Health as:

Not just the physical wellbeing of an individual, but the social, emotional and cultural wellbeing of the whole community in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of their community. It is a whole of life view and includes the cyclical concept of life-death-life.

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**Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds.**

[www.kams.org.au](http://www.kams.org.au/)

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| **Position Summary:** |

**Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.**

Design, implement and evaluate a range of leadership and management development programmes for KAMS and its Members.

Working as part of our Workforce Team, you will engage with leaders and managers across the organisations to understand their needs and develop a range of interventions to support their ongoing development.

Your focus will be on driving an uplift in leadership capability across the organisations so that we see evidence of excellence in leadership every day and in everything that we do.

**Relationships**

**Internal**

* KAMS Staff
* KAMS Leaders SMT and EMT

**External**

* NIAA
* NRT
* KAMS members

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| **Duty Statement and Key Responsibilities:** |

**Program Design**

* Together with the Learning and Development Coordinator (LDC) and Executive Manager Workforce develop a budget for each identified program for the next 24 months
* Revise the KAMS Leadership and Management Framework for sign off by EMT and KAMS Board
* Design a suite of leadership programmes that create a clear career path from future leader through to the executive team so that leadership potential is developed in line with organisational need.
* Create specific programmes and initiatives to support aspiring leaders to develop the knowledge and skills required to step up to managerial and leadership roles.
* Design a 24-month future leaders’ program (FLP) inclusive of action learning, coaching, nationally recognised training and on job development to build future leadership capacity across the Kimberley
* Design a high potential program (HPP) for Kimberley that aligns to succession planning leadership development strategy
* Design and Executive Development Program (EDP) for development of future CEO’s and Executive Managers
* Working with North Regional TAFE and other educational providers design appropriate leadership pathways that lead to accredited programs.
* Work with the LDC to ensure Management induction is designed and incorporates career pathways for Managers.

**Program Delivery**

* Together with identified suppliers deliver leadership development activities which incorporate a variety of learning methodologies to ensure that our managers are equipped with the skills and capabilities required to embed a high-performance culture across the KAMS and its members.
* Improve understanding of our leadership behaviours at all levels across the organisations and support leaders and managers in ensuring that they demonstrate the desired behaviours consistently.
* Develop and maintain an emphasis on internal learning with strategic use of external partners where appropriate.
* Together with the LDC Assist in the development of coaching as a key leadership style by ensuring that coaching principles and skills are built into leadership and management development programmes.
* Looking at the Jawun model identify opportunities for program participants to have secondments to appropriate organisations
* Identify succession opportunities for HPP participants to work in higher duty roles as part of their program.

**Program Evaluation**

* Evaluate the impact of existing and new leadership development interventions in order to identify areas for improvement and opportunities to enhance the current offer to support leaders in achieving their full potential.
* Work in conjunction with colleagues across the Workforce Team to ensure that we jointly create a high-performance culture throughout organisations.
* Ensure all programs are evaluated at their conclusion
* Create and gather student journey stories for promotion and case studies for NIAA

**Program coordination**

* Work with KAMS Executive Management Team (EMT) and Member CEO’s to develop a HPP group to commence the designed HPP in 2024.
* Work with KAMS Senior Management team (SMT) and Members to identify candidates for FLP
* Work with KAMS CEO, Deputy CEO and member CEO’s to build a succession management plan and coordinate participants into above designed programs as appropriate.
* Ensure all programs are organised and all required activities are locked in for participants.
* Logistical management of all program and student requirements.
* Complete reporting for NIAA ISEP Program as required in contract

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice**

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| **Selection Criteria:** |

**Essential**

1. Background in leadership development or similar discipline
2. Experience of designing and implementing leadership and management development programmes
3. Experience of coaching or mentoring
4. Solid understanding of core leadership theories and best practice
5. Strong communicator who has the confidence to operate at all levels within the organisation
6. Understanding of learning and development program design and delivery
7. Excellent facilitation skills which encourage participation and appropriate challenge of participants
8. Excellent organisational skills with ability to prioritise activities and co-ordinate input from internal and external partners
9. Understanding of Aboriginal community controlled organisational leadership requirements
10. Understanding of evaluation practice
11. Excellent relationship management
12. Ability to negotiate at all levels as required
13. Ability to travel as required
14. Drivers Licence
15. Current National Police Clearance or willingness to obtain one

**Desirable**

1. Qualifications in Human Resources or Organisational development
2. A local Aboriginal or Torres Strait Islander person, with established connections to the region.

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| **Certification:** |

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

KAMS CEO

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_