



POSITION DESCRIPTION

Position Title:	Chief Executive Officer <i>*Identified position for Aboriginal and Torres Strait Islander peoples</i>
Supervisor:	DDHS Board
Classification	Contract
Salary:	Executive Band (Negotiable and commensurate with skills and experience)
Staff	6 direct reports
Location	Binyolkga Centre, Knuckey Street Darwin
Length of Contract:	Up to 2 years with an option to renew
Date Reviewed	18 May 2021

SUMMARY OF POSITION:

The Chief Executive Officer will work collaboratively with the Board, and provide strong leadership enabling Danila Dilba Health Service to achieve its strategic and operational goals. The position actively engages and liaises with internal and external stakeholders, effectively communicating the organisation's vision and strategies.

OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The purpose of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

PRIMARY RESPONSIBILITIES:

Responsible to the Danila Dilba Board for:

- Overall operational Management of DDHS and its subsidiaries.
- Assisting and supporting the Board in the development of strategic directions for DDHS.
- Implementing the strategic directions of DDHS as directed by the Board.
- Preparing and reviewing funding submissions to ensure compliance with grant funding conditions from all funding agencies;
- Ensuring that DDHS meet their legislative and statutory responsibilities under the Fair Work Act 2009 (Cth), Work Health and Safety (National Uniform Legislation) Act 2011 (NT), relevant to the services provided by DDHS.
- Responsible for increasing Indigenous employment at DDHS
- Ensuring that Indigenous people receive appropriate training and development.
- Ensure that the Board is properly briefed on the operational activities of DDHS.
- Update Board of funding bodies, policies and programs
- Ensure that regular Board meetings are held, including preparing and attend Board Meetings;
- Investigate and research business opportunities

- Liaise with and communicate effectively with Board, employees, Government Authorities, Clients, Key stakeholders and the public;
- Work together with senior management to oversee and manage Client relationships;
- Managing the performance of managers across DDHS, including their performance assessments;
- Manage DDHS within the approved budget;

Leadership and Strategy

- Provide contemporary leadership across DDHS to ensure organisational alignment to the Strategic plan, vision, values and strategic objectives
- Role-model behaviours that demonstrate a high level of performance of oneself and others

Representation and Advocacy

- Lead an advocacy strategy and policy for DDHS to influence decision makers on policy issues related to Aboriginal health and wellbeing

Stakeholder Engagement

- Develop and strengthen strategic stakeholder relationships and partnerships within DDHS and with key external stakeholders including government, funding bodies, media, service partners, sector networks and forums and the community
- Represent DDHS in a variety of settings ensuring the organisation's brand is protected and enhanced

Service Quality and Continuous Improvement

- Develop and implement a review and evaluation framework to ensure all services are routinely evaluated, and regular stakeholder surveys are undertaken and acted upon
- Develop and maintain a culture of innovation, service quality and continuous improvement

Compliance and Governance

- In collaboration with the Board, contribute to best practice governance and compliance frameworks
- Oversee and maintain the organisation's risk management plan and business continuity plan

Organisational Responsibilities

- Adhere to all organisational policies, procedures, standards and practices
- Act only in ways that advance DDHS objectives, values and reputation
- Act with honesty, integrity and good faith at all times
- Other duties as required, consistent with skills and experience, as directed by the Board

SELECTION CRITERIA:

Essential:

1. Minimum of 5 years demonstrated experience in strategic leadership skills at a senior level in a large and complex organisation with the ability to manage change, develop teams and business development
2. High level conceptual and analytical skills and demonstrated ability to apply those skills in strategic planning, business development and advocacy
3. Understanding of Aboriginal history, culture and aspirations and the role of community controlled health organisations
4. Demonstrated understanding of risk management frameworks and the ability to minimise risks to the organisation
5. Demonstrated ability in building a culture of creativity, innovation, continuous improvement and proven track record of workplace accomplishments
6. Superior skills in relationship management, communication, negotiation and conflict resolution with the ability to work constructively with people from a wide range of cultural and social backgrounds and multi-disciplinary teams
7. Knowledge of State/Territory and Federal Government agencies and funding arrangements and proven experience in managing funded programs

Desirable

1. Knowledge of Aboriginal health issues
2. Knowledge of the Australian healthcare system and an understanding of contemporary health policy
3. Tertiary qualifications in business, health, social science or other relevant areas

Appointment Factors: (Appointment is subject to)

1. Willing to undergo a Police Check;
2. Ability to obtain a Working with Children Clearance;
3. Current driver's licence; and
4. Current First Aid and/or CPR certificate or the preparedness to gain one;

Approved:

**Chairperson
DDHS Board**

Date: ____ / ____ / ____