
	<b>POSITION DESCRIPTION</b>	PD250	Deputy Director – Aboriginal Health	
		Version	1.0	

<b>POSITION TITLE:</b>	Deputy Director – Aboriginal Health
<b>CLASSIFICATION:</b>	Individual Contract
<b>REPORTS TO:</b>	Executive Director – Wellness
<b>DATE REVIEWED:</b>	February 2019

### POSITION OBJECTIVE:

The Deputy Director – Aboriginal Health provides strategic and operational leadership of NCPHN’s Aboriginal health planning, partnership activities and commissioning of services.

The role ensures that NCPHN’s Aboriginal health priorities are aligned to the strategic goals of the organisation and responsive to needs of the community, with a focus on:

- Building strategic partnerships and alliances for the purpose of closing the gap between Aboriginal and non-Aboriginal health outcomes
- Developing and implementing cross-sector initiatives with Aboriginal Community Controlled Health Organisations and other health and social sector organisations delivering services to Aboriginal people
- Promoting and supporting a systematic program of commissioned activities and programs across the North Coast
- Participating at an Executive/Senior Manager level within NCPHN in the decision-making and management processes concerning strategy, operations and resource allocation.



The position is required to represent NCPHN in local, state and national forums and contribute to planning and decision-making internally within NCPHN and the health system more broadly. This includes convening planning processes for commissioning and managing and evaluating contracts of up to \$3 million in funding.

### KEY RESPONSIBILITIES:

- Develop and foster relationships and partnerships with Aboriginal Community Controlled Health Organisations, other Aboriginal-led organisations and primary, hospital and social sector providers across the North Coast.
- Convene planning and consultation processes in partnership with communities and stakeholders to better understand Aboriginal people’s health service needs and priorities.
- Oversee the planning, management and evaluation of commissioned activities, including the Integrated Team Care program and mental health and drug and alcohol projects, in partnership with NCPHN teams.
- Develop and implement innovative projects and programs in partnership with stakeholders that are evidence-based, responsive to local needs and enhance service and system integration.
- Oversee the finalisation, implementation and review of NCPHN’s Reconciliation Action Plan (RAP), in collaboration with the RAP Working Group, ensuring that all responsible business units are on track to meet their agreed targets.
- Gains consensus and commitment in a complex policy and service environment.
- Lead, manage and develop staff as a direct supervisor and as an Executive lead for commissioning projects.

***Please note that significant inter and intra state travel and work outside standard office hours may be a requirement of this role.***

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## VALUES:

### Compassion and Care

### Fairness and Integrity

### Learning and Innovation

### Openness and Transparency






### Enthusiasm and Optimism

- Demonstrates a focus on the well-being of the consumer
- Nurtures the personal and professional development of staff
- Holds self and others accountable for making principled decisions; addresses unethical behaviours head-on
- Takes responsibilities seriously and consistently meets or exceeds the funding body's expectations for quality, service, timeliness, budget management and professionalism
- Proactively identifies and addresses the learning needs of staff and self
- Seeks opportunities to identify program improvements and new ways of doing things
- Provides honest, open and timely feedback to staff regarding their performance
- Identifies all key internal and external stakeholders and maintains appropriate levels of communication with each
- Models a positive approach to embracing opportunities and challenges
- Creates a team atmosphere of confidence and positivity



## SELECTION CRITERIA

Applicants must address **ALL** the Selection Criteria (both mandatory and desirable) in this section

### MANDATORY

<b>CAPABILITY FRAMEWORK</b>		<b>Personal Attributes</b>	<ol style="list-style-type: none"> <li>1. <b>Manages self</b> – is self-driven; uses strong planning and problem solving skills to manage complex projects and programs with calm deliberation</li> <li>2. <b>Displays resilience and courage</b> - encourages innovation and new ideas; responds to significant and complex challenges with a high level of resilience</li> </ol>
		<b>Results</b>	<ol style="list-style-type: none"> <li>3. <b>Plans and prioritises</b> – develops strategic frameworks for Aboriginal health, with due regard for cultural, community, political and cross-agency perspectives</li> </ol>
		<b>People Management</b>	<ol style="list-style-type: none"> <li>4. <b>Manages reform and change</b> – leads transformational change in a complex and fast-paced environment; demonstrates flexibility and adaptability</li> <li>5. <b>Manages and develops people</b> - ensures a culture of performance, drives capability development and encourages continuous learning and reflection</li> </ol>
		<b>Relationships</b>	<ol style="list-style-type: none"> <li>6. <b>Works collaboratively</b> – cultivates productive working relationships and partnerships with public and private sectors, local communities and clinicians</li> <li>7. <b>Influences and negotiates</b> – communicates effectively; persuasively negotiates complex matters with tact and discretion</li> </ol>
		<b>Business Enablers</b>	<ol style="list-style-type: none"> <li>8. <b>Partnerships and collaboration</b> – builds wide-ranging alliances and networks; identifies opportunities for collaboration and integration; establishes a reputation as a leader of engagement and reform</li> </ol>

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**Other mandatory criteria**

9. **Aboriginality** - Applicants for this position must be of Aboriginal and/or Torres Strait Islander descent through parentage and identify as being Aboriginal and be accepted in the community as such. NCPHN considers that being Aboriginal or Torres Strait Islander is a genuine occupational qualification under Section 14 of the Anti-Discrimination Act 1977 (NSW)
10. Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, and continuous improvement principles

**DESIRABLE**

**Desirable criteria**

11. Experience in engaging with Aboriginal and Torres Strait islander organisations and communities on the North Coast
12. Experience with or knowledge of primary health care in the Australian environment
13. Tertiary qualifications in a related discipline

**APPOINTMENT SUBJECT TO:**

1. Completion of 100 point identification check
2. Criminal record clearance
3. Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
4. Current Class C Driver's Licence

**PERFORMANCE INDICATORS:**

To be established with the Manager within the three month probationary period.

**ACKNOWLEDGEMENT:**

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

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

Name:	
Signature:	
Date:	

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