

**Northern Aboriginal and Torres Strait Islander Health Alliance
Regional Peak Body**



Position Title Regional Development and Engagement Manager - Program and Research.

Direct Reports Nil

Financial Delegation in line with the Delegations Policy

Geographical Service Area NATSIHA footprint.

Location: Cairns

Position Reports to: Chief Executive Officer

Salary and Classification: Management

Remuneration: Total Package \$96,000 includes mobile phone, laptop, company vehicle. The starting salary will be based on skills and experience.

Salary Sacrifice opportunities up to \$15,000 p/a.

Hours of Work 75.00-hour fortnight.

About NATSIHA

The regional peak body was established in 2001 and formally incorporated in 2006 this was pioneered by key advocates for the establishment and improvement of regional focuses in North Queensland. NATSIHA is situated in Townsville and Cairns working with Aboriginal Community Controlled Health Services to provide Integrated Team Care program and the advocacy and development of regional focuses.

NATSIHA provides its member base with opportunities to explore and grow regional focuses at a regional level with avenues to State and Federal peaks. The Health and wellbeing of Aboriginal and Torres Strait Islander people is a driving focus for NATSIHA and its members.

Aim

The role will work closely with Aboriginal and Torres Strait Islander Community Controlled Organisations within the programmatic areas of health and wellbeing, service delivery of contractual requirements and sector growth and representation. The primary purpose of the role is to ensure we have smooth processes and coordination of patient and community access to health essentials with inclusion of state and federal priorities.

Working closely with various organisations the role will assist with collection of data and the analysis of such. Working to ensure services have the accurate and relevant information to best treat and provide medical solutions and resources to clients most at risk.

Scope

The role will work autonomously and independent to a large degree, allowing for management and allocation of time and resources. The expectation is you have accountability and responsibility to drive the role across engagement of a large demographic to ensure ultimate representation is achieved across the funded services.

Key Responsibilities

- Provide high level advice and support to services in a timely manner to ensure systems and processes are completed and provided.
- Work with and maintain a professional and dynamic relationship with key positions to advocate for community outcomes
- Apply a business and financial approach to resources and work with suppliers to increase potential and outcomes for clients accessing services
- Work to ensure funded organisations of ITC are providing the best possible services and working within contract obligations
- The collation and collection of data and information for the development of reports to enable services to measure qualitative and quantitatively data
- Use your highly developed networking and community consultation skill set to grow the prospective avenues for development of sustainability
- Provide feedback and support to funded services and regular updates and engagement

- Develop and implement strategies to provide solution focused ideas to apply to complex situations
- Ensure contractual and reporting requirements are completed accurately and efficiently
- Engage and build rapport and bonds with services and staff in line with NATSIHA policy and procedures
- Implement and provide support with contract obligations across quality and compliance and delivery of services
- Knowledge and understanding of the Integrated Team Care program
- Knowledge of concept, intention and purpose of the Integrated Team Care Program
- Build and grow organic professional relationships with Hospital Health Services HHS
- Build and grow organic professional relationships with Northern Queensland Primary Health Networks NQPHN
- Maintain key stakeholder relationships for the benefit of improve community and client care.

Key Accountabilities

- Work within the code of conduct and apply required approaches concussive to the situation
- Work independently and professionally whilst representing NATSIHA and follow and apply policy and ethics
- Ensure transparency and work from a client centre model of care
- Understanding of the relevant Policy and Procedures of NATSIHA and the scope and delegation of the role
- Champion and advocate for NATSIHA and represent regionally on committees and forums
- Attend meetings and stakeholder forums as required
- Ensure all engagements relate to the Strategic Plan and provide growth and accountability to NATSIHA
- Privacy and Confidentiality is applied to all sensitive and workplace business
- Financial delegation is within the delegation's policy
- Follow directions as given by the CEO outside of the role when required
- Foster and grow authentic and purposeful relationships
- Be aware and able to navigate and manage community agendas and best position of NATSIHA
- Manage plan and organise local level workshops for members and facilitate the topic and discussions
- Facilitate a group setting information exchange approach across sector to workforce professionals
- Polite and professional phone manner
- Time management and accountability demonstrated in all aspects of work role
- All work and organisational representations are aligned and within the strategic direction of NATSIHA.
- Declare and omit to conflicts of interest or compromised state of work role within the required policy.

Financial Delegations

This position will have financial delegations in line with NATSIHA policy and procedures.

Workplace Health and Safety

All employees of NATSIHA are responsible and required to comply, abide and follow all relevant workplace health and safety policy and procedures.

Performance Reviews

A performance review will be held at 3 months and final review held at 6 months from the actual start date.

Selection Criteria

(Candidate note: It's a requirement of the application to complete and answer all selection criteria)

1. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures, values and beliefs systems.
2. Knowledge and experience with building and nurturing positive working relationships to strengthen and align all projects to NATSIHA ethos.
3. Strong and demonstrated project management skills and the ability to engage and communicate across sector and at various levels.
4. Knowledge of or the ability to rapidly acquire Aboriginal Community Controlled Health Services ACCHO's importance and history related to community-controlled sector.
5. A strong data entry and data analysis skill set with strong computer application knowledge and usage in a previous role.

Essential Criteria

- 1 Ability to apply and receive a Suitability Working with Children Card (Blue Card) Queensland.
- 2 An uninhibited driver licences
- 3 Criminal History Check
- 4 Commitment to vision and direction of NATSIHA and willingness to actively contribute positively and beneficially.
- 5 Sign and agree to confidentiality policy and adhere and abide within all workings.

Selection Criteria

1. Demonstrated knowledge and understanding of the historical and generational history of Aboriginal and Torres Strait Islander peoples.
2. An in-depth understanding of the social determinants of health and significant government policies to improve the health and wellbeing of Aboriginal and Torres Strait Islander People.
3. Highly developed project management experience within rural and remote setting- if previously worked with model or framework.
4. A demonstrated experience of the implementation and operationalisation of contract conditions and guidelines to ensure high level reporting and compliance is achieved

5. Collation and gathering of qualitative and quantitatively information to provide accurate and individualised performance reports
6. Understanding of the Community Controlled sector and the importance and value to community and clients.

The type of workplace; NATSIHA operates a very much streamlined approach with most positions being very upwardly mobile. NATSIHA supplies staff with very technical advanced work environments and believes in maintaining a green footprint. NATSIHA is a strong believer in workplace inclusiveness and believes any staff member or client should be respected and appropriately approached.

The type of Workplace NATSIHA fosters.

NATSIHA works within the Workplace Health and Safety protocols State and Federal Acts and guidelines.

NATSIHA is an Equal Employment Opportunity EEO - believing in acceptance and non-judgemental atmosphere.

NATSIHA is a registered Charity Organisation Limited by Guarantee.

NATSIHA respects people's faith, beliefs, values, identity, orientation and believes in providing an inclusive workplace.