



## POSITION DESCRIPTION

# **NORTHERN ABORIGINAL and TORRES STRAIT ISLANDER HEALTH ALLIANCE (NATSIHA)**

<b>Position Title</b>	Chief Executive Officer
<b>Location</b>	Cairns
<b>Employment Status</b>	Full Time – 2-year contract
<b>Position Reports To</b>	Chairperson NATSIHA Board of Directors
<b>Positions Responsible For</b>	NATSIHA staff
<b>Established 8/2015</b>	<b>Reviewed 7/2019</b>
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>• \$61.54 /hour (\$120,000 p.a.)</li> <li>• 5 weeks annual leave with 17.5% loading</li> <li>• Superannuation (employer contribution) – in accordance with legislative requirements</li> </ul>

### **Organisational Context/Environment**

The Northern Aboriginal and Torres Strait Islander Alliance (NATSIHA) is a regional representative entity for the Aboriginal and Torres Strait Islander Community Controlled Health and Wellbeing Services Sector in Far North Queensland.

NATSIHA's vision is to achieve equity in health and wellbeing for Aboriginal and Torres Strait Islander people in Far North Queensland.

NATSIHA's strategic focus is:

1. **Collaborative Connections** – Foster strength-based collaborations
2. **Growth and Investment** – Seeking investment and strategies to support growth
3. **Solid Regional Concepts** – A commitment to enable regional service
4. **Innovation and Research** – Technology innovations and research agenda setting

### **Purpose of Position**

The Chief Executive Officer (CEO) is responsible for the overall leadership, direction, coordination and management of the activities of NATSIHA in accordance with the organisational vision and mission, values and principles, objectives and policies, to ensure the highest quality of service is delivered.

The position provides a high level strategic direction to management and staff to ensure that the organisation operates at a professional level, ensuring leadership in social development and environmental and financial sustainability and is identified as a lead organisation in supporting and advocating for the delivery of holistic primary care, wellbeing and health research to Aboriginal and Torres Strait Islander peoples at local, state and national levels.



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### **Reporting**

This position has a primary accountability to the Board of Directors to fulfill the role is required to report to and take directions from the NATSIHA Chairperson on behalf of the Board of Directors as and when required.

The Chief Executive Officer supervises all NATSIHA staff who directly report to the position.

### **Key Responsibilities:**

1. Responsible for the overall leadership of the organisation working closely with the Board and staff to ensure a coordinated approach to the day to day management of the organisation.
2. Preserve and enhance the professional and community standing of the organisation.
3. Provide direction to strategic planning for NATSIHA.
4. Prioritise and promote key regional partnerships, funding opportunities and the research agenda to maximise the benefits of the organisation and its members
5. Ensure that organisational activities comply with all funding and accreditation requirements and that policies and procedures are in place for monitoring and evaluating the efficiency and effectiveness of service delivery, systems and processes and identification of new and/or enhanced services.
6. Effectively oversee the financial sustainability, viability and management of the organisation including advancing entrepreneurial activities and optimizing funding opportunities that strengthen the economic base of NATSIHA and enables economic prosperity for its members and the community.
7. Engender robust human resource management practices that uphold the organisational vision and culture.
8. Foster a commitment to a culture of continuous quality improvement and risk management.
9. Work within the bounds of approved policies and procedures including exercise of delegation, work health and safety and abide by the Code of Conduct of the organisation.
10. Engage with stakeholders to achieve equity in health and wellbeing for Aboriginal and Torres Strait Islander people in Far North Queensland.
11. Other duties as required, within your skills, experience and capacity.

### **Selection Criteria**

1. Tertiary qualification in commerce, business, human services or health and/or a minimum of five (5) years' demonstrated experience in a senior management role, preferably in the health field.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people and advocate and articulate their interests.



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3. Demonstrated extensive business management experience and proficiency to deliver successful performance outcomes, including compliance with statutory requirements and financial obligations relevant to the delivery of health and wellbeing services.
4. Demonstrated ability to lead and deliver high quality services that contribute to the organisation's objectives through innovative, cost effective solutions and strategies.
5. Superior interpersonal, communication and leadership abilities with the capacity to effectively relate to and interact with key stakeholders including member services, funders and staff.
6. Highly developed analytical, conceptual and problem solving capability including demonstrated ability to develop and implement solutions to critical organizational issues.

### **Essential Requirements**

- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check throughout employment with the organisation.
- It is a condition of employment for all employees to be fully vaccinated against COVID-19. Evidence of full vaccination must be provided before employment is confirmed
- Possession of a current Queensland "C" class driver's licence.
- Commitment to align to the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Ability to use Microsoft Office and other relevant business management software.