**Primary Health Program Officer**

**Location: Dubbo, Orange, Bourke, Broken Hill**

Thank you for your enquiry.

This Information Pack is designed to inform you about the organisation and the role, identify the selection criteria we will be using to select the right candidates, and explain the application process. If you have any questions about this position after you have read this document, please contact **Daniel Belshaw on 1300 699 167.**

The Western NSW Primary Health Network (WNSW PHN) is an independent, not-for-profit organisation funded by the Commonwealth Department of Health and plays a pivotal role in supporting GP General Practice and Primary Health Care services to better meet the health needs of the community and patients. WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers.

The WNSW PHN works with a range of primary health care oriented councils and clinical service providers to plan and fund programs based on the health needs of the region in order to better connect local health services to meet local health needs.

# Position Advertisement

**Primary Health Program Officer**

**Location: Dubbo, Orange, Bourke, Broken Hill**

**Full time maximum term contract until 30 June 2021**

**(with possibility of further extension)**

***PLEASE NOTE: the selection criteria as outlined in the position description must be addressed as part of your application.*** *This is an identified position in accordance with Section 14 of the Anti-Discrimination Act 1977. Aboriginal applicants must demonstrate Aboriginality which forms part of addressing the selection criteria.**While WNSW PHN recognises that there are people of both Aboriginal and/or Torres Strait Islander descent living across the region, reference is made to Aboriginal in recognition of Aboriginal people being the first people of NSW.*

**About Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN)**

The WNSW PHN is one of 31 Primary Health Networks across Australia established by the Australian Government to support frontline health services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time. To achieve this, we work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community.

**The Role**

The Primary Health Program Officer, Aboriginal Health Strategy and Programs is responsible for providing a high level of program and administration support to Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN) Aboriginal Health Strategy and Programs portfolio, with a focus on improving the cultural safety of primary care services in the region.

The Primary Health Program Officer is responsible for assisting with the planning, development and integration of Aboriginal Health programs across the WNSW PHN.

The Primary Health Program Officer will collaborate with members of the Strategy, Engagement & Performance team and other WNSW PHN staff to generate relevant information and data needed to support the improvement, coordination and integration of Culturally Safe Primary Care Services for Aboriginal people living in our region.

The position will engage, and build a relationship with Regional Assemblies, Aboriginal Community Controlled Health Organisations (ACCHO’s), Aboriginal Communities and the WNSW PHN Aboriginal Health Council to achieve outcomes regarding improving Aboriginal Health in Western NSW.

WNSW PHN considers that being Aboriginal is a genuine occupational qualification under s14 of the Antidiscrimination Act 1977 (NSW).

*While WNSWPHN recognises that there are people of both Aboriginal and Torres Strait Islander descent living across the region; reference is being made as Aboriginal in recognition of Aboriginal people being the first people of NSW.*

The position can be based in our Dubbo, Orange, Bourke or Broken Hill office.

**Benefits to working with WHAL**

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

* Generous salary packaging options up to $18,450 per year
* Professional development allowance and leave
* Family friendly and flexible working arrangements
* Supportive team environment
* Collaboration with passionate likeminded professionals
* 5 weeks annual leave
* Option to purchase an additional 2 weeks leave or cash out 2 weeks
* Additional leave between the Christmas and New Year period
* 6 weeks paid parental leave
* Opportunities to be innovative
* Free Employment Assistance Program

**How to apply**

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the ‘About Us’ section of our website [www.wnswphn.org.au/about-us/employment](http://www.wnswphn.org.au/about-us/employment)

**Applications should be submitted via email (by the closing date and time) to:** [**hr@wnswphn.org.au**](mailto:hr@wnswphn.org.au)

The selection criteria as outlined in the position description must be addressed as part of your application.

*This is an identified position in accordance with Section 14 of the Anti-Discrimination Act 1977. Aboriginal applicants must demonstrate Aboriginality which forms part of addressing the selection criteria.**While WNSW PHN recognises that there are people of both Aboriginal and/or Torres Strait Islander descent living across the region, reference is made to Aboriginal in recognition of Aboriginal people being the first people of NSW.*

**Applications close 11.59pm Monday 13 July 2020.**

For enquiries regarding this role, please contact Daniel Belshaw (Executive Manager – Strategy Engagement & Performance on 0437 227 627.

**Guidelines for Applicants**

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

**Applying for a position**

The following may assist you in preparing your application:

• Obtain and carefully read the Information Package for the position of interest.

• Conduct some initial research on the organisation by browsing the website and reading key resources.

• If you need to, seek clarification or additional information on the organisation and/or the position.

• Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.

• When addressing the selection criteria, provide examples to demonstrate and

substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).

• Be aware of the closing date and where and how to lodge your application (for details see below). If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.

• If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

**What you need to include in your application**

The WNSW PHN uses a streamlined approach to recruitment. All applications require:

1. A cover letter introducing yourself and outlining your interest in the position

2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)

3. Resume/Curriculum Vitae (CV) that should include information about:

a. contact details including telephone number and email address

b. education/qualifications

c. an employment history summary including (for each position):

i. the employer

ii. start and finish dates

iii. your position/title

iv. your responsibilities and achievements in the position

d. a summary of your skills

e. professional memberships

f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

**Submitting your application**

**Applications should be submitted via email** [**hr@wnswphn.org.au**](mailto:hr@wnswphn.org.au)

**Position Description**

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| Position Title: | Primary Health Program Officer |
| Position Location: | Dubbo, Orange, Bourke, Broken Hill |
| Position Reports To: | Manager, Aboriginal Health Strategy and Programs |
| Portfolio: | Strategy, Engagement & Performance |
| Contract Type: | Maximum Term Full Time |
| Industrial Instrument: | Western Health Alliance Ltd Enterprise Agreement 2017 |
| Position Classification: | Support Officer – Level 3, Grade 4 |
| Delegated Authority: | As defined in the Delegations Policy |
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| Position Purpose | |

The Primary Health Program Officer, Aboriginal Health Strategy and Programs is responsible for providing a high level of program and administration support to Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN) Aboriginal Health Strategy and Programs portfolio, with a focus on improving the cultural safety of primary care services in the region.

The Primary Health Program Officer is responsible for assisting with the planning, development and integration of Aboriginal Health programs across the WNSW PHN.

The Primary Health Program Officer will collaborate with members of the Strategy, Engagement & Performance team and other WNSW PHN staff to generate relevant information and data needed to support the improvement, coordination and integration of Culturally Safe Primary Care Services for Aboriginal people living in our region.

The position will engage, and build a relationship with Regional Assemblies, Aboriginal Community Controlled Health Organisations (ACCHO’s), Aboriginal Communities and the WNSW PHN Aboriginal Health Council to achieve outcomes regarding improving Aboriginal Health in Western NSW.

WNSW PHN considers that being Aboriginal is a genuine occupational qualification under s14 of the Antidiscrimination Act 1977 (NSW).

*While WNSWPHN recognises that there are people of both Aboriginal and Torres Strait Islander descent living across the region; reference is being made as Aboriginal in recognition of Aboriginal people being the first people of NSW.*

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| Key Responsibilities: |

**Organisational commitment**

The WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe models of care, ensuring access to quality health care and commissioned services.

WNSW PHN recognises Aboriginal people as the original inhabitants of Australia and as the Traditional Custodians of the land.

We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

**Stakeholder engagement**

* Lead in the design, consultation and implementation of cultural safety training and other events for health care providers and stakeholders, working closely with other staff.
* Promote the importance of culturally safe accessibility and building links between General Practice and local Aboriginal communities.
* Develop and maintain effective relationships with internal, external, individual and group stakeholder partners e.g. Aboriginal Community Controlled Health Organisations, Local Health Districts, Regional Alliances etc., to achieve outcomes of improving Aboriginal Health in Western NSW.
* Lead and implement the WNSW PHN Cultural Safety Framework across general practice, Aboriginal Medical Service and allied health to improve cultural safety in primary care services and improved health outcomes for Aboriginal people.

**Organisational support**

* Support the Manager, Aboriginal Health Strategy and Programs across the WNSW PHN Aboriginal Health Program portfolio.
* Contribute to Aboriginal Health Strategy and Programs project work and, contribute and promote cultural safety within WNSW PHN.
* Support the implementation of the Aboriginal Employment Strategy including the recruitment of staff to WNSW PHN.

**Work Health and Safety**

* While at work, Primary Health Program Officer, Aboriginal Health Strategy and Programs must:
  + Take reasonable care of his or her own health and safety and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
  + Comply so far as is reasonably able, with any reasonable instruction by management and comply with WNSW PHN policies and procedures relating to health and safety.

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| **Competency Framework** (refer to WHAL Competency Framework) | |
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| **Core Competencies** | **Role Requirement Level** |
| **Analytical Thinking** | **(2)** – *Sees basic links* |
| **Initiative** | **(3)** – Is decisive and takes accountability in situations that call for prompt direction |
| **Customer Focus** | **(3)** – *Takes personal responsibility for customers* |
| **Learning Orientation** | **(2)** – *Takes initiative to learn beyond the scope of current role.* |
| **Results Focus** | **(3)** – *Improves overall team performance* |
| **Teamwork and Co-operation** | **(3) –** *Values others input* |
| **Planning & Co-ordinating** | **(2)** – *Organises plans and schedules own work, suggests and implements improved work processes* |
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| General Responsibilities: | |

* Demonstrate a commitment to WHAL’s vision and values.
* Commitment to supporting a culturally safe work place.
* Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
* Be aware of and adhere to WHAL’s policies and procedures.
* Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
* Undertake continuing professional development as required to ensure job skills remain current.
* Attend and participate in out-of-hours meetings and functions as required.
* Actively participate in staff development activities.
* Identify and participate in continuous quality improvement opportunities.
* Actively participate in annual performance planning and review activities.
* Maintain a working knowledge of all equipment utilised in the office.
* Undertake other duties commensurate with the role as required.

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| Selection Criteria: |

**Essential**

* Identify as being Aboriginal and be accepted in your local community as being Aboriginal (WNSWPHN considers that being Aboriginal is a genuine occupational qualification under Section 14 of the Anti-Discrimination Act 1977 NSW).
* Knowledge of Aboriginal and Torres Strait Islander cultures and experience working with Aboriginal Health programs or related area.
* Sound computer literacy, including the ability to work with databases.
* Experience in a relevant or related field of work and or career such as Health Promotion, Public Health, Cultural Development, or Community Engagement.
* Understanding of regional, rural and Aboriginal health issues.
* Current C class open driver’s licence and willing to travel.

**Desirable**

* Demonstrated ability to undertake research and data analysis.
* First Aid Certificate or willingness to obtain.
* Demonstrated ability to engage, develop and maintain relationships with key stakeholders. Engagement with Aboriginal Communities, agencies, and other Government agencies would be highly regarded

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| Special Conditions: |

* Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WHAL policies and procedures.
* Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
* Travel, including overnight stays, across the region within the WHAL’s boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

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| Appointment Prerequisites: |

* Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WHAL.
* Certification of tertiary qualifications and professional membership (if applicable to role).
* Verification of current NSW Drivers Licence.
* Verification of comprehensively insured motor vehicle (if applicable to role).
* National Police check.
* Working with Children check (if applicable to role).