

## Position Description

<b>Title:</b>	Executive Manager, Sector Development
<b>Unit:</b>	Population Health and Sector Development
<b>Reports To:</b>	Executive Director, Public Health and Sector Development
<b>Time Fraction:</b>	Full time
<b>Employment Status:</b>	Ongoing
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

### Organisational Overview

The Victorian Aboriginal Community Controlled Health Organisation (VACCHO) is the peak body for Aboriginal health and wellbeing in the State of Victoria. VACCHO provides leadership in community control and health equality for Aboriginal organisations and communities. We are a centre of expertise, policy advice, training and innovation in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### Unit Overview

The Population Health and Sector Development unit provides a strategic, coordinated and evidence based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes.

### Executive Manager Responsibilities

- Maintain a steadfast commitment to Aboriginal culture and self-determination and the philosophy of Aboriginal Community Control. Providing leadership in working with VACCHO members and other stakeholders to achieve gains in Aboriginal health and wellbeing
- Model and promote VACCHO values in all areas performance, promoting cultural safety, understanding, wellness, communication, responsibility and collaboration.
- Where required maintain and further develop alliances, partnerships, networks and other collaborations between VACCHO government, non-government agencies to support the goals of VACCHO member organisations and the VACCHO Strategic plan where relevant
- Prepare high level and comprehensive written reports, policy advice, project plans and other documentation
- Provide support, coaching and leadership and empowerment to staff working in initiatives within allocated portfolios

<b>Doc #:</b>	See LOGIQC	<b>Doc Owner:</b>	Executive Director, Population Health and Sector Development
<b>Version:</b>	See LOGIQC	<b>Review:</b>	30/09/2020
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



- Promote a culture of collaboration and cooperation with the team, organisation as well as broader community and sector
- Ensure financial responsibility and accountability for allocated portfolios
- Ensure delivery of key performance indicators for allocated portfolios

### Role Overview

The Executive Manager will work closely with the Unit Executive Director and provide operational management and leadership to the Sector Development team, to ensure they meet agreed program outcomes and develop and implement a vision that supports a sustainable, self-determining ACCO sector.

The Sector Development team is made up from the following state-wide programs:

- Organisational and clinical governance
- ACCO Board training, coaching, mentoring
- Quality and accreditation
- Business sustainability advice and modelling
- GP Workforce Strategy
- Health, digital health and clinical advice
- NDIS Aboriginal Access Support
- Other areas as appropriate

### Key Responsibilities and Accountabilities

- Develop, plan and manage the team in a way that is consistent with VACCHO strategic objectives, program delivery, outcomes and responds to the need of VACCHO's members and the Aboriginal Community by:
  - Liaising with Unit Executive Director
  - Facilitating cross program/unit responses
  - Ensuring that all programs operate within agreed timelines
  - Provide leadership to the program by assisting with the recruitment and professional development of suitable staff for the Sector Development team
- Co-ordinate the priorities of the Sector Development team and direct work amongst team members in line with position descriptions and team and individual work plans
- Provide individual team members with advice, support, coaching, mentoring and monitoring/revision of workplans through regular supervision and clear understanding about their role expectations and the way work is allocated amongst all team members
- Provide timely feedback to the Unit Director on progress of team objectives and any specific performance issues amongst the team members which may impact on the expected productivity of the team and program outcomes
- Ensure that the team is achieving and compliant with accreditation standards and funding agreement requirements
- Ensure the team works in line with VACCHO's code of conduct, policies and procedures and address any behavioural concerns
- Work proactively to maintain harmony and co-operative working relationships amongst the team by ensuring there is open communication within the team wherever practicable
- Support the Executive Director to internally coordinate and monitor progress relating to the VACCHO Sector Support Organisation Network Implementation Agreement

Doc #:	See LOGIQC	Doc Owner:	Executive Director, Population Health and Sector Development
Version:	See LOGIQC	Review:	30/09/2020
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



### Corporate Responsibilities

- Attend team and unit meetings, staff and other meetings
- Attend training and professional development opportunities to continually improve ability to lead a high performing team
- Perform other duties relevant to the position as directed by the Director
- Act at all times in a professional manner and ensure the confidentiality of employees.

### Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (Equal Opportunity Act 2010)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (Victorian Occupational Health and Safety Act 2004)
- VACCHO requires employees to understand the requirements of quality systems and continuous improvement (ISO 9001)
- VACCHO requires employees to adhere to a Code of Conduct, including commitment to confidentiality and conflict of interest declarations.

### Other Employment Related Information

- A National Police Records Check is required as a condition of employment
- A Working With Children Check is required
- A Victorian Drivers Licence is required. Travel is requirement of this position. This includes travel across Victoria and occasional inter-state travel
- VACCHO is a Smoke Free Workplace.

### Key Selection Criteria

- Demonstrated understanding and commitment to holistic Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- An understanding and ability to articulate Aboriginal self-determination, community advancement and capacity building, as well as to a high quality of service delivery and organisational excellence
- At least 3 years demonstrated experience in leadership and staff management including responsibility for effective service delivery, staff capacity building, and creating and maintaining and effective and highly motivated team
- Demonstrated excellent emotional intelligence and interpersonal skills to develop, maintain and enhance relationships, facilitate consultation, and highly developed influencing and negotiation skills to gain co-operation of others in achievement of objectives
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.
- Experience and knowledge, or the ability to acquire knowledge of relevant health approaches/programs and promotion and how they relate to the Aboriginal community.

Doc #:	See LOGIQC	Doc Owner:	Executive Director, Population Health and Sector Development
Version:	See LOGIQC	Review:	30/09/2020
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			



- Ability to identify and analyse problems, establish appropriate solutions and recommendations using analytical and conceptual skills.
- High level written, administrative and ICT skills to prepare reports, submissions and general correspondence including translation and analysis of data
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Australians (particularly in relation to Health Promotion)
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.

#### **Desirable**

- Identifies and Aboriginal and/or Torres Strait Islander
- A qualification (or equivalent experience) in high level project management, business administration and/or governance, leadership, or related areas
- Experience in the health and wellbeing sector or the not-for profit sector

<b>Doc #:</b>	<i>See LOGIQC</i>	<b>Doc Owner:</b>	<i>Executive Director, Population Health and Sector Development</i>
<b>Version:</b>	<i>See LOGIQC</i>	<b>Review:</b>	<i>30/09/2020</i>
Uncontrolled document once printed. Please refer to LOGIQC for latest version of this document			

