



Settlement
Council
of Australia

Position Description: Health Lead/Specialist

Position title	Health Lead/Specialist
Position type	Flexible – part-time and full-time options possible
Location	Canberra, ACT
Reports to	Chief Executive Officer
Roles reporting to the position	Volunteers, interns, and junior staff, as required.
Remuneration	SCHADS Level 5.1
Entitlements	<ul style="list-style-type: none">• Personal/carer's leave pro-rata in accordance with the award.• Annual leave pro-rata in accordance with the award.• Any further conditions in line with the <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> apply.
Duties and responsibilities	
<p>The primary responsibility of the Health Lead/Specialist role will be to implement SCoA's activities supporting the roll out of the COVID-19 vaccine. In addition, the position is responsible for other project and policy work related to health. The position works with members to support the health of migrants and refugees, and advocates with government and other stakeholders for changes that promote positive health outcomes.</p> <p>Specific duties and responsibilities include:</p> <ol style="list-style-type: none">1. Deliver SCoA's COVID-19 vaccination roll-out project in accordance with the requirements set out in the relevant contract with the Commonwealth Department of Health. This will include leading consultations and forums, developing content and materials to assist member organisations, providing policy advice to government, and other tasks.2. Represent SCoA to external stakeholders and in various forums as required.3. Assist with the development of other health related SCoA policy, research and capacity building activities.4. On occasion, assist with other research, policy, and advocacy work.5. Assist in the day-to-day management of SCoA and various administrative tasks.6. Undertake other tasks as directed by the CEO.	

Key accountabilities

Key accountabilities for this role are:

1. Increase the availability of accurate, accessible and targeted information about the COVID-19 vaccine among migrant and refugee communities.
2. Ensure the government is informed of key considerations for ensuring maximum uptake of the COVID-19 vaccine among migrant and refugee communities in Australia.
3. Contribute to the evidence-base on effective health communications and health interventions in migrant and refugee communities.
4. Increase SCoA's influence and credibility among stakeholders.
5. Increase satisfaction of members with the SCoA service offering.
6. Provide input into SCoA's strategic planning.
7. Champion SCoA's visions and values.
8. Have a strong understanding of cultural sensitivity and embrace diversity in the workplace.
9. Operate within all regulatory and company compliance including:
 - SCoA Board policies and procedures
 - Workplace Health and Safety
 - Workplace Regulations and Industrial Awards

Experience, knowledge and skills (selection criteria)

The following experience knowledge and skills are expected in this role:

1. Project management skills including budgeting and an ability to balance multiple projects and competing priorities at a time.
2. Experience in providing policy advice.
3. High level stakeholder engagement skills.
4. Time management and organisational skills
5. An ability to identify and respond to stakeholder's underlying needs, ensuring SCoA's work meets the needs of its members and other stakeholders.
6. Highly developed interpersonal skills and cultural awareness.
7. Commitment to SCoA's vision of an equitable, respectful, and inclusive Australia where effective settlement outcomes provide every opportunity to humanitarian entrants and migrants to fully participate in society.

Desirable

1. Experience or knowledge in a health-related field.
2. Experience in developing and implementing effective communications strategies.
3. Demonstrated experience in diversity and inclusion, multiculturalism, settlement or a related field.