NGANAMPA HEALTH COUNCIL INC.

**POSITION DESCRIPTION**

**Position Title:** Health Services Manager

**Location:** Umuwa (APY Lands South Australia) or as determined by the Board

**Award:** Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020

**Responsible To:** The Executive Director

**Collaborating with:** The Executive Director and Medical Director to provide executive direction to Nganampa Health Council.

**Purpose of the Position:** The Health Services Manager is equivalent to a Deputy Executive Director and provides management support and direction to Nganampa Health Council to ensure:

1. The development of the Strategic Plan and continuing progress in meeting agreed strategic goals
2. Organisational compliance with all legal, regulatory and contractual obligations and requirements
3. Attaining and maintaining necessary accreditation standards
4. The provision of business plans and organisational systems and infrastructure to provide high quality:
* governance
* financial management,
* human resources management,
* asset management
* communication and information management
* program design, implementation, acquittal and evaluation services
* risk identification, analysis and mitigation.

**KEY RESPONSIBILITIES**

At the direction of the Executive Director:

1. **GOVERNANCE**

• Work with the Executive Director and Medical Director to advise and support the NHC Board, promote the organisation’s strategic goals and objectives, implement policy, and operationalise and maintain the organisation’s programs and activities.

• Ensure that the organisation’s strategic plan, business plan, risk management plan and program plans are reviewed and approved by the Board, and that the Board receives timely reports on the implementation of these plans.

• Report regularly to the Board on any aspect of the Health Council’s work.

• Ensure regular Board meetings are held, minutes are recorded and decisions are actioned.

• Ensure that the Annual General Meeting is held in accordance with the NHC Constitution and decisions are actioned.

• Ensure maintenance, compliance and support for the role of the Public Officer.

1. **PEOPLE**

• Ensure processes and systems are implemented to support the development of Nganampa’s Anangu workforce

* Consult and liaise regularly with Anangu Health Mayatjas at the local clinic level to ensure local input to operations

• Assist with problem solving workplace and staffing issues.

• Coordinate and manage the Health Council’s staff safety and security systems, including:

* oversighting the On Call Support Worker (OCSW) Program and supervising the OCSW Program Coordinator,
* maintaining a robust incident reporting and response system,
* convening regular Occupation Health Safety and Welfare meetings, and
* ensuring that the organisation complies with the regulatory framework in relation to staff safety.

• Take responsibility for ensuring that staff recruitment, selection, orientation and support processes are in place so that adequate staffing levels are maintained.

1. **ADMINISTRATION**

• Take overall administrative responsibility for the effective and efficient day to day management of service delivery on the APY Lands.

* Ensure a system for maintaining compliance with all contracts and agreements including grant agreements.
* Ensure regular SMT meetings are held, minutes recorded and decisions actioned.

• Oversight the organisation’s asset management, maintenance and refurbishment systems with respect to the organisation’s Lands based assets. Supervise the organisation’s Maintenance Procurement Officer.

• Delegate administrative duties and provide direct supervision as required.

1. **REPRESENTATION**

• Develop and maintain effective liaison and networks with internal and external stakeholders as appropriate.

• Represent Nganampa Health Council at interagency meetings and community meetings on the APY Lands.

• Actively promote the activities, programs and achievements of the organisation with Anangu and external stakeholders.

• Undertake other duties as required by the Board and the Senior Executive Team.

1. **PROGRAM**
* Ensure effective primary health care programming is in place including monitoring and evaluation systems that keep the Board, NHC members and other stakeholders informed of the organisation’s activities.
* Ensure systems for continuous quality improvement are informing all aspects of Nganampa’s work.

**RELEVANCE TO STRATEGIC PLAN**

• In conjunction with the Anangu Executive Director and Medical Director, have responsibility for ensuring the aims and objectives of the strategic plan are achieved.

**SPECIAL CONDITIONS**

• There is an expectation the position will be based on the APY Lands for no less than 26 weeks of the year. A residence and office are provided at Umuwa (20kms from Pukatja/Ernabella).

• A fully maintained 4WD vehicle is provided. This will be available for limited personal use.

• Regular out of hours work is expected. Overtime is not payable. Three weeks of recreation leave per annum are provided in addition to six weeks of annual leave. Additional TOIL can be negotiated and taken only with the approval of the Executive Officer acting in accordance with NHC policy.

• A standard six month probationary period applies before confirmation of appointment.

• The appointment will, in the first instance, be for a fixed term of at least two years.

• Extensive travel on the APY Lands is required.

• Attendance at regular meetings in Adelaide and Alice Springs will be required. Some other inter- and intra-state travel will be necessary from time to time.

**JOB SPECIFICATION**

**Essential Minimum Requirements (Selection Criteria**)

• You will have Australian citizenship; or be a permanent resident of Australia or New Zealand; or you will be required to have a valid visa that provides work rights in Australia.

• Ability to work under Aboriginal management and control.

• A deep understanding of organisational governance and governance options.

• Proven experience in operational management and administration, preferably in the health or social and community services sector.

• High level time management skills, along with a proven ability to prioritise, manage your diary, delegate, and complete tasks in a timely fashion.

• Proven ability to communicate effectively with others.

• Proven ability to lead in a consultative, collegial and flexible manner, and contribute to, multidisciplinary teams for the purposes of problem solving, project/program development, implementation and review.

• High level written skills including proven ability to write successful funding applications and program reports.

• A relevant tertiary qualification or extensive experience in management, health or social sciences, or other relevant field.

• An understanding of the policy context in which Aboriginal Community Controlled Health Organisations operate.

• Proven ability to work calmly and think strategically under pressure.

• Computer literacy.

• Complete and regularly renew a National Police Check and Working With Children Check.

• Hold a current drivers licence.

• Be able to travel as required, including by light aircraft where necessary.