



Central Australian Aboriginal Congress
Aboriginal Corporation
Position Description

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships



Position: **Corporate Policy and Process Development Officer (PN247)**
Division: Office of the CEO
Section: Legal and Governance Office
Salary Level: GOL7
Position Reports to: Legal and Governance Manager
Location: Priest Street Alice Springs (site as directed)
Last Review: July 2021

Role Description

The purpose of this position is to assist the Legal and Governance Manager to ensure the Congress Governance process is supported by regular review and monitoring of its Policy Framework. This includes assisting key managers with the development and review of governance documents within their area of expertise.

Team Description

The role is within in the Legal and Governance Office, which is part of the Office of the CEO.

The Legal and Governance office provides a range of legal, governance and board secretariat support services to enable the whole of Congress to function efficiently and effectively within statutory and corporate governance frameworks.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

<p>MAIN DUTIES</p> <p>(This is not a comprehensive list of all duties required of the position)</p>	<ul style="list-style-type: none"> a) Work with subject matter experts to develop operational and governance policy and procedures across Congress that promote efficiencies; b) Ensuring Congress policies and procedures meets relevant compliance and industry standards; c) Ensure consistency across Congress corporate documents; d) Identifying and minimising duplication across Congress corporate documents; e) Liaising with the executive team and subject matter experts to coordinate the timely evaluation and review of Congress' corporate documents using Microsoft teams; f) Ensuring that policies are approved in accordance with the <i>Congress Policy and Procedure Development Procedure</i>; g) Coordinating with the Congress training officer and relevant HR officers to ensure that there is adequate training provided on relevant policies and that employee inductions cover essential policies; h) Maintain a register of Congress policy, procedures, forms, manuals and other corporate documents; i) Provide monthly reporting as to outstanding and expired policy; Conduct regular policy workshops with policy developers from each
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	<p>division;</p> <p>j) Manage the review and approval of corporate documents through CQI committees and the Executive Management Committee;</p> <p>k) Undertake other duties (and training) that are safe, legal, logical and responsible while being within the limits of employee's skill, competence and training, consistent with the position classification.</p>
<p>WORK ORGANISATION</p> <p>(Planning and coordination)</p>	<p>a) Participate in organisational planning processes and develop policies and procedures relevant to the governance section;</p> <p>b) Regularly monitor workflow and workload and recommend changes to Legal and Governance Manager as necessary;</p> <p>c) Attend all relevant staff meetings;</p> <p>d) Work actively to ensure governance processes are open and transparent;</p> <p>e) Bring to the attention of the Legal and Governance Manager any matters discovered requiring escalation;</p> <p>f) Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress; and</p> <p>g) Assist to develop a strong team and workplace culture committed to the organisation's strategy, mission, vision and values outlined by the board.</p>
<p>WORK HEALTH AND SAFETY</p>	<p>a) Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace; and</p> <p>b) Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices, including, ensuring that all staff under their control carry out their roles and responsibilities in accordance with these policies, including compliance with workplace inspections, audits and conducting risk assessments.</p>
<p>VALUES AND BEHAVIOURS</p>	<p>a) Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect, Recognition, Resourcefulness, Responsibility, Relationships;</p> <p>b) Apply the cultural framework and adhere to community specific protocols in all aspect of work with Congress; and</p> <p>c) Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.</p>

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. Demonstrated policy development skills, knowledge and experience.
2. Good oral and written communication skills, including the ability to write clearly and succinctly for a variety of purposes.
3. Strong interpersonal skills, especially the ability to interact professionally and confidently with a range of diverse internal and external stakeholders.
4. Effective organisational and time management skills, including the ability to work with minimal supervision as part of a small team.

DESIRABLE

5. Tertiary qualification in health sciences, health management or related field.
6. Experience in the health sector.
7. Awareness of/sensitivity to Aboriginal culture and history, and knowledge of current issues affecting the lives of Aboriginal people.
8. Current NT Drivers Licence.

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.



Position Description Authorised by: _____ July 2021
Isobel Milnes, Legal and Governance Manager/ Company Secretary

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

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Employee Name	Signature	Date
_____	_____	_____
Supervisor Name	Signature	Date