

Position Description

Position	Aboriginal Health Program Officer
Business Unit	Health System Improvement
Reports to	Manager – Digital Health and Practice Improvement
Terms and Conditions of Employment	In accordance with the current industrial Enterprise Agreement and Contract of Employment
Classification/ Salary Stream	Advisor – Functional (Coordinator)
Length of Position	As per Contract of Employment (subject to ongoing funding from the Australian Government Department of Health)
Location	As per Contract of Employment Primary Health Tasmania provides services across Tasmania

Organisational overview

Primary Health Tasmania is a non-government, not-for-profit organisation working to connect care and keep Tasmanians well and out of hospital. The organisation is one of 31 similar bodies established around Australia on 1 July 2015 as part of the Primary Health Networks Programme – with funding from the Australian Government.

The Government has set the following objectives for primary health networks nationally:

- **increasing the efficiency and effectiveness** of medical services for patients, particularly those at risk of poor health outcomes; and
- **Improving coordination of care** to ensure patients receive the right care in the right place at the right time.

More information is available on the primary health networks website www.primaryhealthtas.com.au

A critical key to achieving the organisational objectives is a workforce which is flexible and responsive. Central to performance are the competencies - the knowledge, skills and abilities that Primary Health Tasmania employees must demonstrate to perform their roles effectively. These competencies are described in this position description and the Primary Health Tasmania Competency Framework.

Primary Health Tasmania supports organisational wide competency building, and a more flexible and responsive Primary Health Tasmania workforce that is well equipped to deliver innovative and creative health system integration and redesign to its stakeholders and the community.

Position purpose

The Aboriginal Health Program Officer provides an essential role for Primary Health Tasmania, actively involved in engaging with Aboriginal Community Controlled Health Organisations, general practices, primary health care providers and Primary Health Tasmania staff to:

- support Aboriginal Community Controlled Health Organisations in their work delivering health and wellbeing care in their Communities
- support meaningful and productive relationships with Aboriginal health and primary health care services in Tasmania
- develop and implement strategies to improve access to mainstream primary health care for Aboriginal people living in Tasmania

- support general practice and other mainstream primary health care providers to improve the delivery of culturally appropriate primary care services to Aboriginal and Torres Strait Islander people in the local area.
- help to ensure relevant stakeholders are informed about important developments and reforms such as the Closing the Gap reset agenda.
- contribute to workforce support and improvement activities.

Key relationships

Internal	External
Management Team	Tasmanian Aboriginal health organisation service peak representatives, managers and care coordinators
Health Stream Leads	Health care service managers and clinicians
Members across organisational functional groups	Subject Matter Experts – including but not limited to quality and safety, digital health and key Aboriginal health stakeholders

Responsibilities and accountabilities

- The Aboriginal Health Program Officer works as part of Practice Improvement team to engage, understand and deliver high quality support, targeted provider support and service improvement, including, but not limited to:
 - Working with representatives of the Tasmanian Aboriginal Corporation (TAC), Tasmanian Aboriginal Health Reference Group (TAHRG) and Primary Health Tasmania program managers to establish and implement a program of meaningful and regular engagement with Aboriginal Community Controlled Health Organisations
 - Together with Aboriginal stakeholders, identify shared priorities for action
 - Together with Aboriginal stakeholders to increase Primary Health Tasmania’s understanding of the health needs of Aboriginal and Torres Strait islander people.
 - Increasing capability of the Primary Health Tasmania practice engagement team to educate general practices and GPs regarding
 - the Integrated Team Care program
 - eligibility and appropriate referral to ITC services
 - the Indigenous Health Incentive, and
 - eligibility and requirements of Aboriginal health assessments (MBS item 715), promoting the importance of improving health outcomes for people with 715s
 - Working with local Aboriginal and Primary Health Tasmania stakeholders to identify or design an education program to improve cultural awareness and assist mainstream providers to understand how to practice in more culturally informed ways
 - Facilitating regular, targeted meetings with ITC providers across the state to increase peer support and information sharing
 - Working to support the four priority reforms of the National Agreement on Closing the Gap: Formal partnerships and shared decision making; Building the Community-Controlled Sector; Transforming Government Organisations; and Shared Access to Data and Information at a Regional Level
 - Assisting with other commissioned programs that are relevant to Aboriginal controlled health organisations

Competencies required for the role

The Primary Health Tasmania Competency Framework applies to all Primary Health Tasmania employees, across all occupational groups.

Please note that the competencies noted below are provided for the generic primary health consultancy function.

Competency summary

- A full list of competencies with behavioural indicators are provided **in the Primary Health Tasmania Competency Framework** listed on the Primary Health Tasmania website site.
- The behavioural indicators provided in the **Competency Framework** provides detailed examples of the types of behaviours that would be expected at each competency level and should be reviewed in conjunction with the role's Responsibilities and Accountabilities.

Competency matrix:

Personal attributes - Adapt and respond to change - Display resilience and courage - Act with Integrity - Manage Self	2 3 3 2	Relationships - Communicate effectively - Commit to Customer Service - Influence and Negotiate - Work Collaboratively	3 3 3 3
Results - Deliver results - Plan and Prioritise - Think and solve Problems - Demonstrate Accountability	2 2 2 2	Business support - Finance - Technology - Procurement and Contract management - Project Management	1 2 1 2
People leadership and management - Lead, Manage and Develop People - Inspire Direction and Purpose - Optimise Business Outcomes - Manage Reform and Change	N/A N/A N/A N/A		

- 4 - Highly advanced
 3 - Advanced
 2 - Intermediate
 1 – Foundational

Selection criteria – skills, qualifications and experience

Key Capabilities

Essential

- Extensive demonstrated understanding of and/or experience working in Aboriginal communities or in the Aboriginal health services sector
- Willingness to work collaboratively with all Aboriginal organisations and with mainstream primary health providers as required
- Current driver licence

Specialist

- Demonstrated knowledge and skills to perform against one or more of the specialisations required for the role which include
 - **Closing the Gap** – good understanding of the Council of Australian Governments targets to close the gap in Indigenous disadvantage
 - **Aboriginal Community Controlled health sector** – a good understanding of the role and functions of Aboriginal Community Controlled health organisations and how they work as part of the broader health system
 - **Using data for quality improvement** – ability to use data to diagnose practice improvement and process issues, design and measure interventions

Desirable

- **An identified position** – Strong preference will be given to an Aboriginal person who has extensive relevant experience to the position and knowledge of Tasmanian Aboriginal needs. Those with extensive demonstrated experience working with Tasmanian Aboriginal communities will also be considered.
- **Relevant health experience** – someone with clinical and/or community health experience, with a preference for individuals who have worked in an Aboriginal Community Controlled Health Organisation.
- **Stakeholder collaboration** – demonstrated experience in engaging and working collaboratively with consumers and stakeholders from across the Aboriginal Community Controlled Health and mainstream primary health sectors to identify issues, implement solutions and evaluate outcomes
- **Evidence based planning** – strategic thinking, including the ability to analyse and interpret policy, reform and regulatory information, as well as health data to inform planning and project activity
- **Quality improvement** - evidence of ability to identify risks, issues and quality improvement priorities and to be able to work in challenging environments to address these issues
- **Teamwork** - Demonstrated experience working as part of a team, including the ability to lead, collaborate with peers and contribute to high-performance of the organisation.

Working environment

Primary Health Tasmania operates from three administrative centres in Hobart, Launceston and Ulverstone. Intrastate and interstate travel will be required.

Our Shared Values and Behaviours

The following core values and behaviours underpin the work of Primary Health Tasmania. These core values and behaviours are fundamental to the organisation and the way in which Primary Health Tasmania staff and management engage with each other and with stakeholders.

In your role you are expected to comply with Primary Health Tasmania's Code of Conduct and demonstrate the following values and behaviours:

OUR SHARED VALUES AND BEHAVIOURS

WHO WE ARE AND WHAT WE STAND FOR

- We are visionary in our thinking and purposeful in our approach
- We value and invest in our people
- We value inclusive leadership and the empowerment of all staff
- We are collaborative and have people at our centre
- We are a leader in the primary health sector



RESPECT

"We value each other"

- we treat each other fairly and equitably
- we acknowledge effort and good work, and we celebrate success
- we embrace diversity of skills, personalities and perspectives
- we support each other to get the work done
- we respect the roles and responsibilities of others



COLLABORATION

"We work together"

- we share information so that people can take action and make decisions
- we learn and grow together
- we encourage people to speak up and create opportunities for people to be heard
- we leverage individual strengths to achieve the best result
- we support agreed decisions, even when it didn't go our way
- we work as a team and share the load



RESULTS

"We get things done"

- we commit to and work towards our shared purpose and values
- we look for ways to innovate and improve
- we are 'can do' and solution focused, we think 'how can we?' and not 'why can't we?'
- we encourage creative thinking in ourselves and others
- we are purposeful in our actions and deliver results
- we are accountable for our contribution and the outcomes of the team



PROFESSIONALISM

"We strive for excellence"

- we use evidence to inform our work
- we do what we say we will do and we will let you know if we can't
- we do the right thing even in difficult times
- we deliver high quality, innovative solutions
- we conduct ourselves with integrity and transparency
- we test our ideas against contemporary practice






Mr Phil Edmondson
Chief Executive Officer

15 July 2021