



Position Description

Position title	<i>Executive Manager Health & Wellbeing</i> <i>This is an Aboriginal Designated Position, classified under 'special measures' of Section 12 of the Equal Opportunity Act 2010. Only Aboriginal and Torres Strait Islander people are eligible to apply.</i>
Position number	P2075
Employment status	Full time
Department	Health and Wellbeing
Location	Rumbalara Road, Mooroopna
Position reports to	Chief Executive Officer (CEO)
Award	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
Classification	Above Award

ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Ageing and Disability Services
- Justice and Community Services
- Assets and Infrastructure Services / Housing
- Family, Care and Early Years
- Corporate Services

RAC has an annual budget of \$50 million and a workforce of approximately 320+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.



ROLE PURPOSE

The Executive Manager Health & Wellbeing is a senior leadership role responsible for providing strategic, operational, and cultural leadership across the organisation's Health & Wellbeing portfolio. The role leads the development and implementation of strategic direction, service innovation, and continuous improvement initiatives that support high-quality, culturally safe, and community responsive services.

Reporting directly to the CEO, the Executive Manager will oversee integrated service delivery across the following program areas:

- Medical/Health
- Dental Services
- Alcohol and Other Drugs (AOD)
- Social and Emotional Wellbeing (SEWB)

The role ensures services are delivered in a culturally safe, and person-centred manner that strengthens the health and wellbeing outcomes of individuals, families, and community.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- Relevant tertiary qualifications in Health, Community Services, Management, Public Health, Human Services, or a related discipline.

Knowledge and skills:

- Demonstrated senior leadership experience managing multidisciplinary health and wellbeing services.
- Experience developing and implementing strategic plans and operational frameworks.
- Strong understanding of clinical governance, quality improvement, and accreditation standards.
- Strong knowledge of culturally safe practice, trauma-informed care, and community-led service delivery.
- Demonstrated understanding of health, dental, AOD, and SEWB service systems.
- Experience in workforce leadership, performance management, and people management practices.
- Highly developed leadership, communication, negotiation, and stakeholder engagement skills.
- Experience managing budgets, contracts, compliance, and reporting obligations.
- Ability to lead organisational change and continuous improvement initiatives.

KEY RESPONSIBILITIES

1. Technical Capabilities

Strategic Leadership:

- Lead the strategic direction, planning, and growth of the Health & Wellbeing portfolio in alignment with Rumbalara's priorities and community needs.
- Contribute to organisational strategy and executive decision-making as a member of the Executive team.
- Identify emerging health trends, funding opportunities, and service innovation initiatives to strengthen outcomes and sustainability.
- Develop and implement portfolio business plans, operational plans, and service delivery frameworks.



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

- Build strong partnerships with government agencies, health providers, community organisations, and stakeholders.
- Represent Rumbalara in meetings, forums, and negotiations with funding bodies, government departments, and external stakeholders.
- Contribute to funding submissions, service agreements, and contract negotiations to support program sustainability and growth.

Clinical Governance & Service Quality:

- Provide leadership and oversight of clinical governance systems across the Health & Wellbeing portfolio.
- Ensure clinical services operate in accordance with best practice standards, accreditation requirements, legislation, and organisational policies.
- Monitor clinical risk, quality improvement, compliance, and incident management processes.
- Promote evidence-based, trauma-informed, and culturally safe models of care.
- Support the implementation and review of clinical policies, procedures, and service standards.
- Ensure effective systems are in place for client safety, continuous quality improvement, and clinical accountability.

People and Culture & Workforce Management

- Provide leadership and oversight of workforce management practices across the Health & Wellbeing portfolio.
- Support recruitment, onboarding, retention, and succession planning strategies to build a skilled and sustainable workforce.
- Lead performance management processes, including coaching, supervision, development planning, and addressing workplace issues.
- Promote employee wellbeing, workplace safety, and a positive organisational culture.
- Ensure compliance with employment legislation, organisational policies, and HR policies & procedures.
- Work collaboratively with people and culture to manage workforce planning, organisational change, and staff development initiatives.
- Support Program managers to effectively lead teams and manage employee relations matters.
- Promote professional development and continuous learning opportunities across Health & Wellbeing.

Financial & Operational Management

- Oversee portfolio budgets, resource allocation, and financial performance.
- Ensure programs operate within approved funding and budget parameters.
- Monitor and report on service outcomes, risks, and performance indicators.
- Contribute to funding submissions, program reports, and organisational reporting requirements.

Cultural Safety & Community Leadership

- Ensure all services are culturally safe, culturally responsive, and grounded in community values and lived experience.
- Promote culturally informed practice across all Health & Wellbeing programs.
- Strengthen community engagement and participation in service design, delivery, and evaluation.
- Foster a workplace culture that values respect, inclusion, accountability, and cultural integrity.
- Other appropriate and reasonable duties as directed by the Chief Executive Officer.



2. Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making.
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view).
- Provide support and proactively engage with the clients and broader community.
- Establish and maintain relationships with clients, community and Rumbalara staff and team members.

3. Administrative Capabilities

- Attend staff meetings.
- Submit accurate timesheets and claim forms (if applicable) in a timely manner.
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills.
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times.
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours.

EMPLOYMENT CONDITIONS

- Confirmation of Aboriginality.
- Have a current National Police Check.
- Hold Valid Driver's License, without restriction.
- Hold current Employee Working with Children's Check.
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentially agreement on appointment to the organisation.
- Probationary / qualifying periods apply to all positions.
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view).
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view).
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required.
- Salary packaging is available to permanent part time and full-time staff.
- Tenure of positions at RAC will be tied to existing contracted funding arrangements.