



**NACCHO**

National Aboriginal Community  
Controlled Health Organisation

# Position Description

<b>ABOUT THE ORGANISATION:</b>	<p>The National Aboriginal Community Controlled Health Organisation (NACCHO) is the national peak body representing 148 Aboriginal Community Controlled Health Organisations (ACCHOs). ACCHOs deliver comprehensive primary health care to more than half of the Aboriginal and Torres Strait Islander population. As an act of self-determination, these services attend to all matters affecting health and wellbeing spanning transformative community empowerment through to individual health treatments and continuity of care.</p> <p>NACCHO's work is focused on supporting the work of ACCHOs and Aboriginal and Torres Strait Islander people overall through negotiating and advocating with Governments on health care policies and programs and systems reform. These issues range in variety from chronic disease management, health technology assessment, preventative health strategies, telehealth, mental health and social and emotional well-being, listing of Medical Benefits Scheme (MBS) to the social and cultural determinants of health.</p> <p>NACCHO's partnerships with governments and non-government organisations include: The Department of Health, National Disability Insurance Agency, Department of Social Services, National Mental Health Commission, National Indigenous Australian Agency, Royal College of General Practitioners and other Aboriginal and Torres Strait Islander organisations. These partnerships greatly contribute to significantly enhancing the quality and accessibility of health care for Aboriginal and Torres Strait Islander peoples.</p> <p>It is a very interesting and transformative time across the health sector. NACCHO has been driving systems reform in the context of the National Agreement on Closing the Gap.</p>
<b>POSITION TITLE:</b>	Assistant Director, Prison Health Reform and Programs.
<b>CONDITIONS OF ENGAGEMENT:</b>	This position is being offered on a full-time, ongoing basis.
<b>LOCATION:</b>	<p>This position is office-based at Level 4 or 5, East Building, 2 Constitution Avenue, Canberra City ACT 2601.</p> <p>Travel to other parts of Australia may be required from time to time.</p>
<b>MANAGER:</b>	Director, Prison Health Reform and Programs.

<b>ABOUT THE ROLE:</b>	This position will play a key role in the development and implementation of projects that improve health care access and outcomes for First Nations people in the custodial system and beyond.
<b>MAIN DUTIES:</b>	<p><u>Co-design and Development</u></p> <ul style="list-style-type: none"> <li>Facilitate the co-design of Aboriginal Community Controlled Health Organisation (ACCHO)-led transition care models to support First Nations people exiting custody.</li> </ul> <p><u>Program coordination and delivery</u></p> <ul style="list-style-type: none"> <li>Oversee and coordinate the implementation of the co-designed transition care model across participating ACCHOs, ensuring effective, consistent, and timely delivery.</li> </ul> <p><u>Community of practice development</u></p> <ul style="list-style-type: none"> <li>Establish and sustain a community of practice for ACCHOs and their workforce to support organisations delivering transition care and to build capability and readiness among other ACCHOs to participate in the program.</li> </ul> <p><u>Monitoring and evaluation</u></p> <ul style="list-style-type: none"> <li>Design and undertake comprehensive monitoring and evaluation activities to assess program effectiveness, outcomes, and impact, including continuous quality improvement processes.</li> </ul> <p><u>Reporting</u></p> <ul style="list-style-type: none"> <li>Lead the development and delivery of a final program report, capturing outcomes, lessons learned, and recommendations for future scale or sustainability.</li> </ul> <p><u>Leadership</u></p> <ul style="list-style-type: none"> <li>Facilitate cooperation and nurture key partnerships across and outside the organisation.</li> <li>Represent NACCHO, often while translating complex information into articulate, clear, and audience-tailored messages.</li> <li>Other duties as required and directed.</li> </ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>Qualifications in related discipline such as Public Health, Project Management or Business highly desirable.</li> <li>Equivalent mix of education and relevant work experience will be considered.</li> </ul>
<b>EXPERIENCE:</b>	<p>Experience preferred in:</p> <ul style="list-style-type: none"> <li>working with Aboriginal and Torres Strait Islander peoples</li> <li>working in culturally safe, community-led ways</li> <li>similar program design and development approaches</li> <li>running gatherings, especially with community members</li> </ul>

	<ul style="list-style-type: none"> <li>• managing relationships across multiple stakeholders with different priorities</li> <li>• researching and analysing complex or sensitive data to make robust, evidence-based recommendations</li> <li>• navigating government–community tensions</li> <li>• coordinating and implementing frameworks</li> <li>• anticipating long-term and strategic risks, making sound decisions under pressure, and developing innovative solutions</li> </ul> <p>The role requires an understanding of:</p> <ul style="list-style-type: none"> <li>• self-determination and community governance</li> <li>• managing timelines, budgets, and reporting requirements</li> <li>• supporting workforce development across organisations</li> <li>• program reporting and evaluation</li> </ul>
<p><b>VALUES, BEHAVIOURS AND CAPABILITIES:</b></p>	<p><u>Job Specific Capabilities</u></p> <ul style="list-style-type: none"> <li>• An understanding and awareness of Aboriginal and Torres Strait Islander people, their cultures and health and other contextual issues, or ability to quickly gain this understanding.</li> <li>• Demonstrated ability to work, and build rapport, with Aboriginal and Torres Strait Islander people.</li> <li>• Ability to think strategically and analytically, be curious and show initiative, strong problem-solving skills, and sound judgement.</li> <li>• Demonstrated high level interpersonal skills that facilitate outcomes.</li> <li>• Ability to manage competing deadlines and prioritise work.</li> <li>• Demonstrated outstanding written and verbal communication skills and ability to influence outcomes.</li> <li>• Experience in providing high quality advice and issues management supported by research, critical analysis and synthesis.</li> <li>• The ability to manage multiple initiatives at one time; to plan and prioritise, and to deliver to required standards and timeframes.</li> <li>• Willingness to work as part of and lead a small team.</li> <li>• Familiarity with the National Agreement on Closing the Gap.</li> </ul> <p><u>Cultural Awareness</u></p> <p>Cultural awareness training will be provided by NACCHO, and it is expected that all NACCHO staff develop and continually seek opportunities to improve their knowledge and understanding of Aboriginal and Torres Strait Islander peoples and in particular Community Controlled Health Services.</p> <p><u>Leadership</u></p> <p>It is expected that all NACCHO staff demonstrate leadership through their own behaviour, and their expectations of others behaviour, to maintain our</p>

	high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
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