



JOB DESCRIPTION					
Section				Work Unit	Corporate and Governance
Job Title	Executive Officer Aboriginal Corporations Leadership Group			Level	Administration, Support & Management (Admin) Level 8.1 – 8.4
Job Type	Part time			Duration	Ongoing, Dependant on Funding
Salary	\$98,592.16 - \$115,679.34 (pro rata)			Location	Tennant Creek
Position Number	CSS 42	Budget	CGS	Closing	
Contact	Human Resources - 08 8962 2633				
Reports to	Chief Executive Officer				
Information for Applicants	Applications must be submitted Online via Anyinginyi Health Website, providing a one-page summary sheet, with a detailed resume/cv and response to the Selection Criteria. Alternatively provide your application in person or to hr@anyinginyi.com.au Appointment Conditions: - Confirmation of employment is dependent on the outcome of a successful application for an Ochre Card/ Working with Children’s Card and National Police Check. - As per Anyinginyi Health Aboriginal Corporation Policy, all employees are preferred to be vaccinated against COVID-19 with a minimum of 3 COVID-19 vaccinations.				
Hours of Work	22.8 hours per week 8:00am – 4:30pm.				
Special Measures	This position is an Aboriginal or Torres Strait Islander (ATSI) identified position.				
About Benefits	- Salary packaging up to \$15,899.94 pa. - Subsidised accommodation for candidates outside of the Barkly region - Up to \$5000 relocation assistance. 6 weeks annual leave and personal/ carer’s leave up to 10 days per year (pro rata) - Up to \$1500 study allowance after 1 year of service - Study leave can be negotiated - Remote retention allowance of \$1500 after 1 year of service and \$3000 after 2 years’ service (pro rata) - Annual remote travel allowance of \$1500 for personal travel after 1 year of service (pro rata) - Annual local Bi-Lingual allowance of up to \$1500 - Employee access to Anyinginyi Health Clinic – with free Prescriptions - Free General Dentistry (Lab Work to be paid by employee)				
<i>This is an ATSI Identified Position</i>					
<i>This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal & Torres Strait Islander women are encouraged to apply.</i>					

ABOUT THE OPPORTUNITY

Anyinginyi Health Aboriginal Corporation employs approximately 80 - 100 employees across a diverse range of services including health, dental, substance abuse, social and emotional well-being programs and administration. Anyinginyi's management program focuses on improving strategic and resource management practices throughout the organisation.

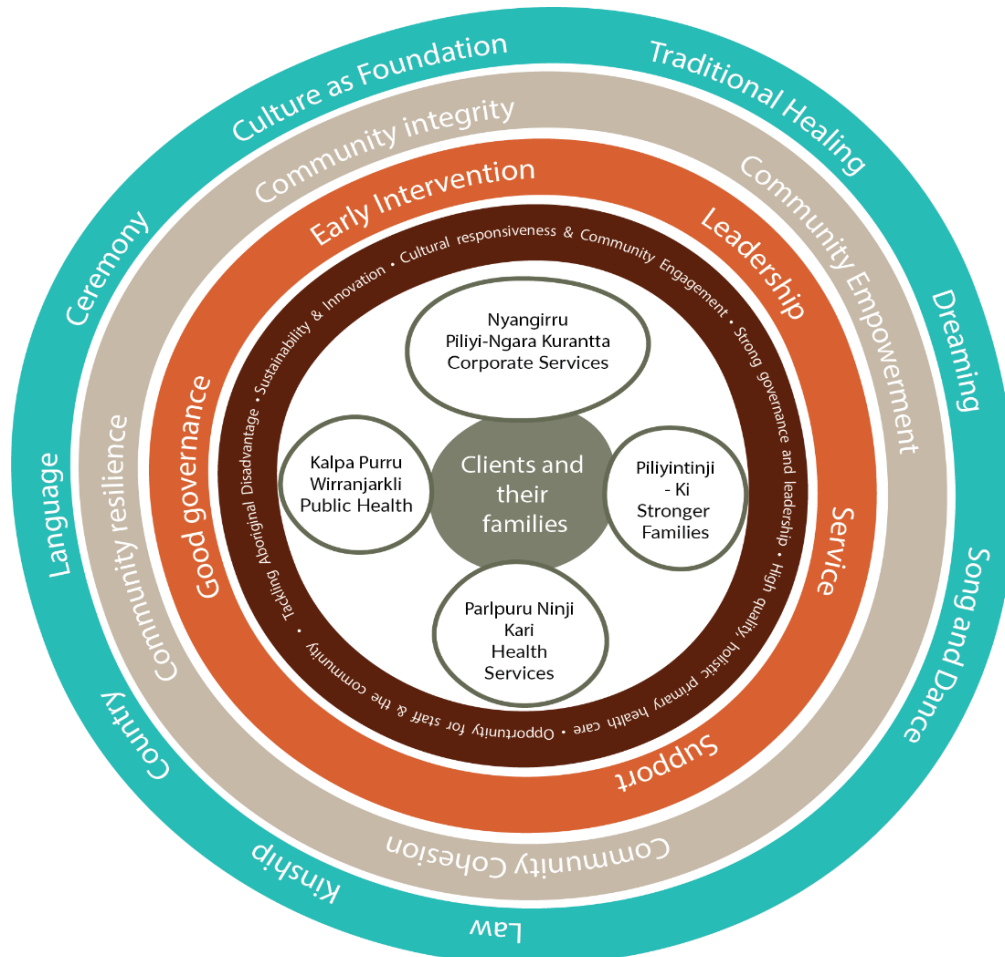
The Executive Officer (EO) ensures high level coordination and support to the Aboriginal Corporations Leadership Group (ACLG) including responsibility for the administrative functions of the group. The EO reports directly through the Chief Executive Officer (CEO).



The EO is responsible for identifying issues impacting on Aboriginal Affairs and works with the members of the ACLG to develop appropriate outcomes and provide policy advice including through submissions and documentation to governments and key stakeholders. This position is expected to strengthen the ACLG capability in formulating and developing effective policy proposals.

This role must apply the local community cultural protocols, when appropriate, in all aspects of development and policy formulation.

PRIMARY HEALTH CARE DELIVERY MODEL



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible, and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health's holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal clients care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognises the strong role Culture and Cultural Authority plays in a holistic approach to good health and well-being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families and clients. Culture sets the foundation for Anyinginyi to strive to be compliant with maintaining cultural respect and



ensures the principles of cultural responsiveness are considered in the design & implementation of health care. Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.

ABOUT US

Established in 1984, Anyinginyi Health Aboriginal Corporation (AHAC) is a multi-disciplinary organisation providing holistic primary health care to Aboriginal people of Tennant Creek and four small communities in the Barkly Region an area almost 150,000 sq.km in size. Anyinginyi remains dedicated to 'Closing the Gap' in Aboriginal health within remote Australia.

Anyinginyi is made up of four different sections (Health Services, Business Services, Public Health Unit and Piliyintinji-Ki Stronger Families) which allow them to have a holistic approach to health ensuring that clients' physical and emotional health and wellbeing is given the utmost priority.

Our Vision

Aboriginal people in the Barkly region enjoy equity in health status with that of other Australian citizens.

Our Purpose

To be a provider of high quality holistic primary health care services to the Aboriginal communities of the Barkly region in a culturally responsive way.

ABOUT THE TENNANT CREEK REGION

Year-round blue skies, stunning landscapes and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in!

500km north of Alice Springs, Tennant Creek was once a rough and tumble droving town but is now a modern town and one of the Territory's most populated areas. It is home to a major regional hospital, a university satellite campus, schools, shops and a supermarket, accommodation, bars, clubs and restaurants, banking facilities, sporting clubs and an airport - everything you need to set up a relaxing new lifestyle! People from all walks of life find themselves calling Tennant Creek home.

KEY DUTIES AND RESPONSIBILITIES

- Liaise with ACLG membership and other stakeholders as required. In providing this support the position exercises a high degree of communication competence, initiative, discretion, and confidentiality.
- With the ACLG Chair develop the meeting schedules and agendas.
- Coordinate meetings including supporting meeting attendance of members and invited guests.



- Maintain effective, accessible, and user-friendly records management of ACLG related documentation, including taking minutes and ensuring that actions and decisions are recorded and circulated to relevant stakeholders.
- Maintain effective collaborative relationships and connections with ACLG Membership and Stakeholders.
- Provide project management support to progress ACLG vision and strategic priorities
- Lead development of community/political strategies to effectively implement ACLG priorities.
- Manage research and policy processes to influence agenda at local, Territory and National level. This will require monitoring government policy changes that particularly impact on the political aspirations of Aboriginal Corporations and community and identification and analysis of emerging policy matters.
- Prepare policy submissions, briefing papers and position statements, informed by ACLG Strategic Advocacy priorities.
- Present policy position to governments and key stakeholders, as directed.

KEY ATTRIBUTES AND CAPABILITIES

- Prior experience in a similar Board Secretariat, administration, or corporate governance role.
- Outstanding administration skills, with experience using Microsoft Products and similar systems.
- Strong ability to research, synthesise information, and prepare minutes, letters, reports, or draft recommendations and confidently present at meetings and forums.
- Excellent oral and written communication skills suited to a range of audiences including preparation of reports and applications.
- Demonstrated time management skills in the ability to effectively manage multiple tasks to meet deadlines.
- Demonstrated ability to coordinate meetings from communicating with members in scheduling meetings through to preparing agenda, effective minute taking, preparation and presentation of final minutes.
- Demonstrated ability to work with diplomacy to support and foster collaborative stakeholder relationships.
- Possess a sound understanding of the Tennant Creek community, service sector and issues impacting this community.
- Demonstrated commitment to working in ways that are culturally responsive and trauma informed.
- Demonstrated work ethic, flexible approach, and aptitude for multitasking, using initiative, closing out priority actions and managing a complex workload.
- Proven ability to manage confidentiality, processing of sensitive information and maintain a high level of discretion and good judgement.
- Strong record of professionalism, productivity, and ability to effectively navigate internal and external stakeholder relationships.



APPOINTMENT CONDITIONS

- Employment with Anyinginyi Health Aboriginal Corporation is **conditional on the employee providing NT Working with Children Check (Ochre Card)** and a **satisfactory National Criminal History Check**.
- All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully Vaccinated against COVID-19**.

Acceptance of Responsibilities:

I have read the requirements and responsibilities outlined in this Position Description, AHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		
Date:		

EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with AHAC Policies. The following checks will be required for this role:

- ☒ National Police Check (current within the previous 6 months, or willingness to obtain)
- ☒ Valid Working with Children Check
- ☐ Current AHPRA Verification Check
- ☒ Current and Valid Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other