

**NACCHO**National Aboriginal Community
Controlled Health Organisation

Position Description

ABOUT THE ORGANISATION:	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 peoples nationally. 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. 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. 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. 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.
POSITION TITLE:	Senior Project Officer, Fetal Alcohol Spectrum Disorder (FASD)
CONDITIONS OF ENGAGEMENT:	This position is being offered on a full-time maximum term contract basis.
LOCATION:	While it is preferred that this position is office-based at Level 4 or 5, East Building, 2 Constitution Avenue, Canberra City ACT 2601, strong applicants based remotely will be considered with reasonable travel to Canberra required. Travel to other parts of Australia may be required from time to time.

MANAGER:	Director, Maternal and Child Health
ABOUT THE ROLE:	NACCHO's maternal and child health work is dedicated to supporting the coordination and delivery of a number of programs that achieve strong outcomes for Aboriginal and Torres Strait Islander women, children and families. Our goal is to foster thriving mums, babies and families through continuity of community-driven, culturally safe maternal, child and family health services. As Senior Project Officer, (FASD) you will support the coordination and delivery of NACCHO's maternal and child health programs and initiatives, with a particular focus on the Strong Born FASD awareness program. The role contributes to national coordination, stakeholder engagement and implementation activities supporting culturally safe, community-led approaches to maternal and child health and FASD prevention, aligned with the National Agreement on Closing the Gap and principles of Aboriginal and Torres Strait Islander community control and self-determination. The Senior Project Officer will be part of a dynamic, supportive and highly collaborative team.
MAIN DUTIES:	Responsibilities include, but are not limited to: • Support the coordination and delivery of NACCHO's maternal and child health programs and initiatives, with a particular focus on the Strong Born FASD awareness program. • Build and maintain strong, respectful and effective relationships with key stakeholders, including the Department of Health, Disability and Ageing, NACCHO Affiliates, Aboriginal Community Controlled Health Organisations (ACCHOs), community-controlled sector partners, advisory groups, academia, and external health and education organisations. • Contribute to the implementation of culturally safe, community-led approaches to maternal and child health and FASD prevention, aligned with the National Agreement on Closing the Gap and principles of Aboriginal and Torres Strait Islander community control and self-determination. • Manage grants and contracts underpinning program delivery, including monitoring milestones, deliverables, reporting requirements, timelines and funding obligations. • Contribute to the development, implementation and continuous improvement of program workplans, activity work plans, progress reports, briefing papers, correspondence and other contract deliverables. • Support sector engagement, communications and promotion activities related to NACCHO's maternal and child health priorities and the Strong Born FASD awareness program.

	• Provide Secretariat and coordination support to relevant advisory groups and expert panels, including the FASD Expert Panel, which provides cultural governance and strategic guidance to NACCHO's FASD programs. • Contribute to policy development, strategic advice and briefing materials relating to maternal and child health, FASD prevention and broader Aboriginal and Torres Strait Islander health priorities, informed by stakeholder engagement, program outcomes, evidence and emerging sector issues. • Undertake other duties as directed, consistent with the responsibilities and classification of the role.
QUALIFICATIONS:	Tertiary qualifications in public health or related fields are highly desirable.
EXPERIENCE:	• Experience working with Aboriginal and Torres Strait Islander peoples is highly desirable • Demonstrated experience supporting projects, programs, grants and/or contracts, including monitoring deliverables, reporting requirements and stakeholder engagement. • Experience preparing high-quality written materials, including reports, briefing papers, correspondence, meeting papers and funding acquittals. • Experience working in a community-controlled, government, research or not-for-profit environment is highly desirable. • Experience working in Aboriginal and Torres Strait Islander health, public health, community development, maternal and child health, health promotion, social policy, program delivery, advocacy, or a related field is highly desirable
VALUES, BEHAVIOURS AND CAPABILITIES:	Job Specific Capabilities • 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. • Strong communication skills, verbal and written, including the ability to present complex and technical information in a simple and clear manner, and tailor written material to different audiences. • Demonstrated ability to build and maintain effective and respectful relationships with diverse stakeholders, including ACCHOs, government agencies and sector partners • Strong organisational skills, attention to detail and ability to manage competing priorities while delivering high-quality outcomes within agreed timeframes • Ability to think strategically and analytically, be curious and show initiative, strong problem-solving skills, and sound judgement.

	• Flexible, resilient and open to learning, with the ability to work independently and collaboratively in a diverse team environment, valuing the expertise of others and contributing to shared outcomes. • Proficiency in Microsoft Office applications and the ability to quickly learn new systems and processes. • A commitment to culturally safe, community-led approaches and the principles of Aboriginal and Torres Strait Islander community control and self-determination. Cultural Awareness 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. Leadership It is expected that all NACCHO staff demonstrate leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
--	---