

Information Pack

for Advertised Positions with Western NSW Primary Health Network

Thank you for your enquiry. This pack contains:

- information about the role and our organisation,
- guidelines for applying, and
- the selection criteria we will be using to select the right candidates.

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The Role

Senior Project Officer Aboriginal Disaster Preparedness

Location

Dubbo, Orange or Bathurst

Contract type

Full time contract to 30 June 2028

About the role

Western NSW Primary Health Network (WNSW PHN) is seeking a motivated individual with a passion for primary healthcare and community wellbeing.

WNSW PHN considers that being Aboriginal is a genuine occupational qualification under s14 of the Antidiscrimination Act 1977 (NSW).

While WNSWPHN recognises that there are people of both Aboriginal and Torres Strait Islander descent living across the region; reference is being made as Aboriginal in recognition of Aboriginal people being the first people of NSW.

The Senior Project Officer Aboriginal Disaster Resilience and Emergency Preparedness is an identified Aboriginal position responsible for leading and coordinating Aboriginal disaster resilience, emergency preparedness, response and recovery initiatives across Western NSW.

Funded through the NSW Ministry of Health Flood Recovery Program, the position will work collaboratively with Aboriginal communities, Aboriginal Community Controlled Health Organisations (ACCHOs), the Aboriginal Health and Medical Research Council (AH&MRC), Local Health Districts, emergency management agencies and government partners to strengthen community resilience and preparedness for emergencies and disaster events.

The role will provide strategic leadership and project coordination to support the development of Aboriginal led emergency preparedness, response and recovery plans, facilitate regional collaboration, and oversee the implementation of disaster resilience initiatives funded across the Aboriginal Community Controlled Health sector.

The position directly contributes to the Western NSW Primary Health Network (WNSW PHN) Strategic Plan, the Waluwin Framework and the National Agreement on Closing the Gap Priority Reforms by strengthening Aboriginal self-determination, supporting community-led planning, building capacity within the Aboriginal Community Controlled sector and improving culturally safe responses to emergency events.

The position can be based in any one of our offices in Dubbo, Orange or Bathurst.

Salary: Level 5, Grade 1 (\$116,839 + superannuation).

If you have any questions about this position after you have read this Information Pack, please contact **Donna Stanley** on **0437 227 627**.

Applications should be submitted via our [Careers site](#) by **11:59pm on 24 September 2026** and must include all components outlined [here](#) to be accepted.

Selection Criteria

Essential

- Aboriginality. This is an Identified Aboriginal Position under Section 14(d) of the Anti-Discrimination Act 1977 (NSW).
- Relevant tertiary qualifications in public health, emergency management, disaster resilience, health administration, project management, community development or a related discipline, or equivalent demonstrated experience.
- Demonstrated experience managing complex projects involving multiple stakeholders.
- Experience working collaboratively with Aboriginal communities and Aboriginal Community Controlled organisations.
- Demonstrated understanding of Aboriginal health and wellbeing issues and the social determinants of health.
- Demonstrated ability to build and maintain effective relationships with community, government and non-government stakeholders.
- High-level written communication skills, including preparation of reports, funding acquittals, briefings and presentations.
- Demonstrated ability to facilitate collaborative planning and community engagement processes.
- Strong organisational skills with the ability to prioritise competing demands and meet deadlines.
- Demonstrated commitment to cultural safety, Aboriginal self-determination and community-led approaches.
- Capacity to travel within Western and Far West NSW and hold a current driver's licence.

Desirable

- Experience in emergency management, disaster preparedness, resilience planning or recovery programs.
- Experience working within the Aboriginal Community Controlled Health sector.
- Knowledge of NSW emergency management arrangements, public health emergency frameworks and business continuity planning.
- Experience working with funding agreements, monitoring and evaluation frameworks.
- Knowledge of Closing the Gap Priority Reforms and Aboriginal policy frameworks.
- Experience working across regional and remote communities.
- Experience in health, NGO, or community services sectors.

About Western Health Alliance Ltd (WHAL)

Western Health Alliance Ltd (WHAL) trades as Western NSW Primary Health Network (WNSW PHN).

WNSW PHN is one of 31 Primary Health Networks across Australia. We are an independent, not-for-profit organisation funded by the Commonwealth Department of Health, established to support frontline health and wellbeing services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time.

WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers. We work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community to plan and fund programs that support local health services to meet the health needs of our communities.

Benefits to working with us

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

- Generous salary packaging options up to \$18,450 per year
- Family friendly and flexible working arrangements (including Hybrid model)
- Collaboration with passionate, like-minded professionals
- 5 weeks annual leave
- Additional leave between the Christmas and New Year period
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Corporate Fitness Program (Fitness Passport)
- Professional development allowance and study leave
- 6 weeks paid parental leave
- Free Employment Assistance Program

Applying for this position

- Carefully read this information pack in its entirety.
- Conduct some initial research on our organisation by browsing our website.
- If you need to seek clarification or additional information about us and/or the position, contact the appropriate person identified in this pack.
- Decide whether you possess and can demonstrate your skills, experience, knowledge and ability against the selection criteria in this Information Pack.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).

- Be aware of the closing date and where and how to lodge your application. If, for any reason, you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you in attending an interview, please discuss these with the contact person when the interview is being arranged.

WNSW PHN is an Equal Employment Opportunity employer, and we are committed to working towards Reconciliation (learn more about our Reconciliation journey [on our website](#)).

This is an Identified Aboriginal Position under Section 14(d) of the Anti-Discrimination Act 1977 (NSW).

What to include in your application

In order for your application to be accepted for this role, it must include:

- A cover letter introducing yourself and outlining your interest in the position
- Statement addressing each of the [selection criteria](#) within this Information Pack
- Resume/Curriculum Vitae (CV) that should include:
 - contact details including telephone number and email address
 - education/qualifications
 - an employment history summary including (for each position):
 - the employer
 - start and finish dates
 - your position/title
 - your responsibilities and achievements in the position
 - a summary of your skills
 - professional memberships
 - the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

Submit your application

Applications should be submitted via our Careers site by **11:59pm on 24 September 2026**.

Apply here: [Work With Us | Western NSW Primary Health Network Careers](#)

Position Description

Position Description

Position Title:	Senior Project Officer Aboriginal Disaster Preparedness (Identified Position)
Position Location:	Dubbo, Orange, Bathurst
Position Reports To:	Executive Manager Aboriginal Health and Wellbeing
Portfolio:	Aboriginal Health and Wellbeing
Contract Type:	Full time contract to 30 June 2028
Industrial Instrument:	Western Health Alliance Ltd Enterprise Agreement 2025
Position Classification:	Level 5, Grade 1
Delegated Authority:	Nil - As defined in the Delegations Procedure

Position Purpose

The Senior Project Officer Aboriginal Disaster Resilience and Emergency Preparedness is an identified Aboriginal position responsible for leading and coordinating Aboriginal disaster resilience, emergency preparedness, response and recovery initiatives across Western NSW.

Funded through the NSW Ministry of Health Flood Recovery Program, the position will work collaboratively with Aboriginal communities, Aboriginal Community Controlled Health Organisations (ACCHOs), the Aboriginal Health and Medical Research Council (AH&MRC), Local Health Districts, emergency management agencies and government partners to strengthen community resilience and preparedness for emergencies and disaster events.

The role will provide strategic leadership and project coordination to support the development of Aboriginal led emergency preparedness, response and recovery plans, facilitate regional collaboration, and oversee the implementation of disaster resilience initiatives funded across the Aboriginal Community Controlled Health sector.

The position directly contributes to the Western NSW Primary Health Network (WNSW PHN) Strategic Plan, the Waluwin Framework and the National Agreement on Closing the Gap Priority Reforms by strengthening Aboriginal self-determination, supporting community-led planning, building capacity within the Aboriginal Community Controlled sector and improving culturally safe responses to emergency events.

WNSW PHN considers that being Aboriginal is a genuine occupational qualification under s14 of the Antidiscrimination Act 1977 (NSW).

While WNSWPHN recognises that there are people of both Aboriginal and Torres Strait Islander descent living across the region; reference is being made as Aboriginal in recognition of Aboriginal people being the first people of NSW.

Key Responsibilities

Aboriginal Disaster Resilience and Emergency Preparedness

- Lead the planning, implementation and evaluation of Aboriginal disaster resilience and emergency preparedness initiatives across Western NSW.
- Coordinate activities funded through the NSW Ministry of Health Flood Recovery Program.
- Support Aboriginal communities to identify local risks, vulnerabilities, strengths and preparedness priorities.
- Facilitate the development and maintenance of community-led emergency preparedness, response and recovery plans.
- Promote culturally safe approaches to emergency management that reflect Aboriginal ways of knowing, being and doing.
- Coordinate planning activities that strengthen community resilience before, during and after emergency events.

Aboriginal Community Controlled Health Organisation (ACCHO) Sector Partnership and Capacity Building

- Work collaboratively with ACCHOs across Western NSW to strengthen disaster preparedness capability.
- Provide coordination, support and oversight to the three ACCHO based Disaster Resilience and Emergency Preparedness positions.
- Facilitate shared learning, information exchange and collaboration between participating organisations.
- Support workforce development and capacity building initiatives relating to disaster preparedness and resilience.

Stakeholder Engagement and System Coordination

- Build and maintain strong partnerships with AH&MRC, Aboriginal communities, ACCHOs, NSW Health, Local Health Districts, local government and emergency management agencies.
- Represent Western NSW PHN on relevant emergency preparedness, resilience and recovery forums and working groups.
- Facilitate coordination between Aboriginal community priorities and government emergency management systems.
- Support effective communication and information sharing before, during and after emergency events.

Project Management, Monitoring and Reporting

- Develop project plans, implementation schedules and risk management strategies.
- Monitor program performance, milestones, expenditure and deliverables.
- Prepare reports, briefings, funding acquittals and presentations for stakeholders and funding bodies.
- Support evaluation activities and continuous quality improvement initiatives.
- Identify risks and opportunities and provide advice on mitigation strategies and service improvements.

Strategic Planning and Closing the Gap

- Support implementation of the Western NSW PHN Strategic Plan and Aboriginal Health and Wellbeing priorities.
- Contribute to initiatives that support Closing the Gap Priority Reforms, particularly shared decision making and strengthening the community-controlled sector.
- Promote Aboriginal leadership and self-determination in disaster preparedness, response and recovery planning.
- Ensure Aboriginal community perspectives inform regional emergency preparedness and resilience activities.

Work Health and Safety

- Take reasonable care of their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other people.
- Comply with WNSW PHN policies and procedures relating to health and safety.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.

Statement of Organisational Commitment

WNSW PHN is strategically focused on improving health outcomes for Aboriginal and Torres Strait Islander people living and connected to our region and plays a leadership role in transitioning the primary health care system through the development of culturally safe and aware models of care, ensuring access to quality health care and commissioned services. WNSW PHN recognises Aboriginal and Torres Strait Islander people as the original inhabitants of Australia and as the Traditional Custodians of the land. We encourage and promote a culture of diversity within our workforce. To continue to improve the way we work with Aboriginal communities, we encourage recruitment of local Aboriginal and Torres Strait Islander people within the region to add their voice to achieve health goals and priorities for our communities.

General Responsibilities

- Demonstrate a commitment to WNSW PHN's vision and values.
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Ensure WNSW PHN health literacy principles and practices are known and applied.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.
- Demonstrate and embed culturally safe practices into all work outputs and the workplace.
- Demonstrate and embed Corporate Social Responsibility in our business operations and interactions with their stakeholders.
- This role is a non-clinical support role and will not involve the diagnosis, treatment or provision of direct patient care of any type.

Competency Framework Key behaviours

(Refer to WHAL Competency Framework)

Core Competencies	
Analytical Thinking	<i>(4) - Undertakes broader, complex analyses</i>
Initiative	<i>(4) - Takes action to realise future opportunities</i>
Customer Focus	<i>(4) – Delivers best practice customer service</i>
Learning Orientation	<i>(4) - Expands existing boundaries of knowledge:</i>
Results Focus	<i>(4) - Drives broader business results</i>
Teamwork and Co-operation	<i>(4) - Builds team effectiveness</i>
Direction Setting	<i>(4) - Conceptualise and design business strategy</i>
Influencing & Negotiation	<i>(4) - Uses a range of influencing strategies</i>
Conceptual Thinking	<i>(4) - Clarifies complex information relating to broad business opportunities</i>
Judgement & Decisiveness	<i>(4) - Makes sound strategic decisions</i>
Planning & Coordination	<i>(4) - Manages competing organisational priorities</i>

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- Demonstrated experience managing complex projects involving multiple stakeholders.
- Experience working collaboratively with Aboriginal communities and Aboriginal Community Controlled organisations.
- Demonstrated understanding of Aboriginal health and wellbeing issues and the social determinants of health.
- Demonstrated ability to build and maintain effective relationships with community, government and non-government stakeholders.

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- Demonstrated ability to facilitate collaborative planning and community engagement processes.
- Strong organisational skills with the ability to prioritise competing demands and meet deadlines.
- Demonstrated commitment to cultural safety, Aboriginal self-determination and community-led approaches.
- Capacity to travel within Western and Far West NSW; hold a current driver's licence.

Desirable

- Experience in emergency management, disaster preparedness, resilience planning or recovery programs.
- Experience working within the Aboriginal Community Controlled Health sector.
- Knowledge of NSW emergency management arrangements, public health emergency frameworks and business continuity planning.
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- Knowledge of Closing the Gap Priority Reforms and Aboriginal policy frameworks.
- Experience working across regional and remote communities.
- Experience working in the health, NGO or community services sectors

Special Conditions

- Occasional out-of-hours work may be required during emergency events or disaster response activities.
- The position may be required to participate in emergency response coordination activities during declared emergency events.
- Employment is subject to the continuation of NSW Ministry of Health Flood Recovery Program funding.
- An understanding and commitment to Cultural Safety in the workplace.
- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

Appointment Prerequisites

- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).

- AHPRA Registration verification (where applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check.
- Working with Children check.