

**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 150 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:	Assistant Director, Chronic Conditions
CONDITIONS OF ENGAGEMENT:	This position is being offered on a full-time maximum term contract basis.
LOCATION:	This position is office-based at Level 5, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Travel to other parts of Australia may be required from time to time.

MANAGER:	Executive Director
ABOUT THE ROLE:	The Assistant Director - Chronic Conditions, contributes to the development of national Aboriginal and Torres Strait Islander health policy and programs and strategic advocacy initiatives. Drawing on extensive health service delivery and experience, the Assistant Director will lead people and projects to deliver high-quality policy and manage discrete projects that drive improved service delivery and outcomes for Aboriginal and Torres Strait Islander people. The role negotiates and collaborates effectively with internal and external stakeholders, represents NACCHO in forums, and ensures NACCHO Strategic Directions are supported through evidence-informed decision-making and planning.
MAIN DUTIES:	<u>Responsibilities include but are not limited to:</u> • Leading the transition of the QAAMS Program to community control, strengthening Aboriginal governance, quality assurance, and sector-led Point of Care Testing. • Leading the implementation of a national diabetes, cardiovascular disease (CVD), and chronic kidney disease (CKD) strategy. • Liaise with organisations within both the Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander community and government to contribute to inform planning and delivery of projects. • Represent NACCHO at meetings, conferences, seminars, and with the public to discuss and contribute to the planning and delivery of projects. • Undertake data analysis, research and conduct horizon scanning activities to inform policy and advocacy. • Prepare high-quality written information, including project reporting and workforce resources, tailored for a wide variety of audiences. • Translate complex clinical and community information into clear, actionable policy positions. • Collaborate and support the NACCHO Team to deliver high-quality work across a broad range of activities relevant to the Chronic Conditions portfolio. • Build staff capability through mentoring, feedback and knowledge sharing and oversee professional development and workplace commitments. • Lead secretariat functions for relevant governance committees, ensuring effective coordination, clear communication and high-quality documentation. • Ensure NACCHO submissions, briefs, reports, and correspondence reflect community-controlled values and are backed by evidence and community consultation. • Oversee and manage grant agreements and activities and reporting requirements. • Other duties as requested by the NACCHO Executive.

QUALIFICATIONS:	Tertiary qualifications in health or a related field are highly desirable.
EXPERIENCE:	• Experience working with Aboriginal and Torres Strait Islander peoples is highly desirable. • A strong background in public, social and/or health policy and/or programs. • Proven ability to manage complex projects with competing priorities. • Experience building effective and respectful partnerships with ACCHOs, community organisations, governments and sector stakeholders. • Knowledge of health systems, or related public health issues impacting Aboriginal and Torres Strait Islander peoples and experience in health service delivery is highly desirable. • Experience contributing to or supporting governance committees and advisory groups.
VALUES, BEHAVIOURS AND CAPABILITIES:	<u>Job Specific Capabilities</u> • 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 understanding of the ACCHO sector, Aboriginal leadership principles, community-controlled governance and culturally safe practice. • High developed communication skills, with the ability to produce strategic and accessible documents for Executive, sector, and government audiences, including the ability to present complex and technical information in a simple and clear manner, and tailor written material to different audiences. • Excellent stakeholder management skills across a range of settings and an ability to collaborate and influence at senior levels, including experience negotiating and collaborating across government and community sectors. • High-level analytical and problem-solving skills with the ability to navigate complexity and provide strategic direction. • Ability to think strategically, including identifying and monitoring risks and developing risk mitigation strategies. • A demonstrated collaborative approach to achieving shared goals and ability to manage and lead a small team. • Ability to lead and deliver multiple program and policy initiatives concurrently, to a high standard and within agreed timeframes. • Flexible, resilient and open to learning. • Knowledge of grant management and funding agreement requirements, and the ability to effectively administer grants and funding agreements. <u>Cultural Awareness</u> 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.

	<u>Leadership</u> 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.
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