

**NGANAMPA HEALTH COUNCIL INC.
POSITION DESCRIPTION**

Position Title	Health Services Manager
Location	Umuwa
Award	Aboriginal Community Controlled Health Services Award 2010
Responsible To	The Nganampa Health Council Health Committee The Senior Executive Team

KEY RESPONSIBILITIES

- Work closely with the Anangu Executive Director and Medical Director to advise and support the Board, promote the organisation's strategic goals and objectives, implement policy, and operationalise and maintain the organisation's programs and activities.
- Ensure that an organisation's strategic plan, business plan and risk management plan are approved and reviewed by the Board, and that the Board receives timely reports on the implementation and ongoing review of these plans.
- Report regularly to the Board on any aspect of the Health Council's work.
- Convene and minute meetings of the Board and action outcomes as necessary.
- Convene and minute an Annual General Meeting in accordance with the Health Council's rules and action outcomes as necessary.
- As part of a Senior Executive Team, participate in strategic planning and policy and program development.
- Consult and liaise regularly with Anangu Health Mayatjas at the local clinic level.
- Represent Nganampa Health Council at interagency meetings and community meetings on the APY Lands.
- Take overall administrative responsibility for the effective and efficient day to day management of service delivery on the APY Lands.
- In conjunction with the Anangu Executive Director and Medical Director, assist with problem solving in respect of administrative, workplace and staffing issues.

- Coordinate and manage the Health Council's staff safety and security systems, including overseeing the On Call Support Worker (OCSW) Program, supervising the OCSW Program Coordinator, maintaining a robust incident reporting and response system, convening regular Occupation Health Safety and Welfare meetings, and ensuring that the Health Council complies with the regulatory framework in relation to staff safety.
- Take responsibility for ensuring that staff recruitment, selection, orientation and support processes are in place so that adequate staffing levels are maintained.
- Ensure that Anangu Health Worker and Aboriginal Liaison Officer employment and support systems are maintained and resourced.
- Oversight the organisation's asset management, maintenance and refurbishment systems with respect to the organisation's Lands based assets. Supervise the organisation's Maintenance Procurement Officer.
- Delegate administrative duties and provide direct supervision as required.
- Develop and maintain effective liaison and networks with internal and external stakeholders as appropriate.
- Actively promote the activities, programs and achievements of the organisation with Anangu and external stakeholders.
- Meet regularly and as required with the Anangu Executive Director and Medical Director.
- Undertake the role and associated responsibilities of the Public Officer.
- Undertake other duties as required by the Board and decisions of the Senior Executive Team.

RELEVANCE TO STRATEGIC PLAN

- In conjunction with the Anangu Executive Director and Medical Director, have responsibility for ensuring the aims and objectives of the strategic plan are fulfilled.

SPECIAL CONDITIONS

- Based on the APY Lands. A residence and office base are provided at Umuwa.
- A fully maintained 4WD vehicle is provided. This will be available for limited personal use.

- Regular out of hours work is an expectation. Overtime is not payable. TOIL can be negotiated and three weeks of recreation leave per annum are provided in addition to six weeks of annual leave.
- A standard six month probationary period applies before confirmation of appointment.
- The appointment will, in the first instance, be for a fixed term of at least two years.
- Extensive travel on the APY Lands is required.
- Attendance at regular meetings in Adelaide and Alice Springs will be required. Some other inter- and intra-state travel will be necessary from time to time.

JOB SPECIFICATION

Essential Minimum Requirements (Selection Criteria)

- Ability to work under Aboriginal management and control.
- Proven experience in operational management and administration, preferably in the health or social and community services sector.
- High level time management skills, along with a proven ability to prioritise, manage your diary, delegate, and complete tasks in a timely fashion.
- Proven ability to communicate highly effectively with others.
- Proven ability to lead, and contribute to, multidisciplinary teams for the purposes of problem solving, and project/program development, implementation and review.
- High level written skills including proven ability to write successful funding applications and program reports.
- A relevant tertiary qualification in management, health or social sciences, or other relevant field.
- An understanding of the policy context in which Aboriginal Community Controlled Health Organisations operate.
- Proven ability to lead and manage in a consultative, collegial and flexible manner.
- Proven ability to work calmly and think strategically under pressure.
- Computer literacy.
- Complete a National Police Check.
- Hold a current drivers licence.
- Be able to travel as required, including by light aircraft where necessary.