



HSS Registered

Director Aboriginal Health Strategy
Health Salaried Officers Agreement; Level G10

Position Number: 115381

Clinical Service Planning & Population Health
South Metropolitan Health Service

Reporting Relationships

Chief Executive
 South Metropolitan Health Service



Executive Director Clinical Service Planning & Population Health
 Award Level: HSO Class 2
 Position Number: 002816



This Position



Directly reporting to this position:

Title	Classification	FTE
• Senior Project Officer Cultural Security	HSO; G7	1.00
• Senior Project Officer Community Engagement	HSO; G7	1.00
• Employment & Traineeship Coordinator	HSO; G6	1.00
• Project Support Officer	HSO; G5	1.00



Also reporting to this supervisor:

- Director Service Planning, G12, 1.00FTE
- Director Community & Population Health Services, G11/P6, 1.00FTE
- Manager Clinical Service Planning, G10, 3.00 FTE
- Project Support Officer, G5, 1.00FTE
- Executive Assistant, G4, 1.00FTE

Key Responsibilities

Provides strategic leadership on Aboriginal health within the South Metropolitan Health Service (SMHS). Leads and promotes the development and implementation of Aboriginal cultural security, community engagement and Aboriginal workforce/employment policy and programs.

Brief Summary of Duties (in order of importance)

1. Leadership & Management

- 1.1 Leads and promotes, in liaison with the SMHS Executive, the development and implementation of the Aboriginal health strategy.
- 1.2 Ensure SMHS participation in Aboriginal health related policy and service planning.
- 1.3 Leads and manages significant Aboriginal health initiatives and projects.
- 1.4 Contributes to the strategic direction of SMHS and advises health service planning and management groups on Aboriginal health and culture to ensure Aboriginal recognition and inclusion in service delivery models.
- 1.5 Provides advice to the Executive Director in relation to current and emerging Aboriginal health issues that may have budgetary and other resource implications for the Unit.
- 1.6 Collaborates with the Executive Director to ensure all financial, reporting and business targets are met.
- 1.7 Reviews relevant Aboriginal health research, policy and publication to participate in the development of appropriate SMHS policies in Aboriginal health and related areas.
- 1.8 Actively contributes to and participates in the Clinical Service Planning & Population Health management team.
- 1.9 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 1.10 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 1.11 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.12 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 1.13 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

2. Cultural Security

- 2.1 Contributes to strategic and operational planning at SMHS and service level.
- 2.2 Provides Aboriginal cultural and health consultancy expertise to SMHS.

3. Community Engagement

- 3.1 Leads the SMHS Aboriginal Community Forums.
- 3.2 Develop effective working relationships with members of the Aboriginal community, Aboriginal organisations and other relevant government, non-government and academic organisations.
- 3.3 Provide leadership and advocacy for the Aboriginal community on health issues at senior levels of SMHS, particularly in the area of promoting understanding and interaction with the Aboriginal community with the intent of facilitating the development of partnerships with local communities.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

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- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Aboriginality (under Section 50D Equal Employment Opportunity Act) is essential to this position.
2. Demonstrated achievement of effective leadership and management of Aboriginal issues and demonstrated high level program leadership experience, including contemporary knowledge of professional uses and trends in Aboriginal affairs.
3. Relevant tertiary qualification or equivalent experience.
4. Extensive knowledge and understanding of Aboriginal family structure, culture and customs and its impact on health outcomes in aboriginal people and their communities.
5. Excellent interpersonal, verbal and written communication skills including sound report writing skills.
6. Excellent strategic management and planning skills.
7. Experience with change management and systems development.
8. Current "C" or "C.A." class drivers licence.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Relevant Post Graduate qualification.
2. Significant experience in Aboriginal health management and practice.
3. Demonstrated knowledge of the Western Australian health care system.

Appointment Prerequisites

Appointment is subject to:

- Current "C" or "C.A." class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Jodie South		HE60780	3/05/2016
Manager / Supervisor Name	Signature or	HE Number	Date
Kate Gatti		HE72302	3/05/2016
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	May 2016	Last Updated on	05/10/2016 HE38566
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