



<b>Queensland Aboriginal and Islander Health Council (QAIHC)</b> <b>Senior Project Officer – Maternity Services Integration Project</b>					
<b>Classification</b>	Staff	<b>Employment</b>	12 months contract / Full Time	<b>Reporting to</b>	Manager, Health Policy
<b>Salary</b>	\$85,833 + superannuation	<b>Benefits</b>	Attractive health promotion charity salary packaging	<b>Staff</b>	No
<b>Location</b>	Brisbane	<b>Contact</b>	applications@qaihc.com.au	<b>Closing Date</b>	Midnight, Sunday 1st December 2019

### The Opportunity

The Queensland Aboriginal and Islander Health Council (QAIHC) is offering an opportunity to join a leadership organisation; in a position where you will work in an inspiring and positive environment to provide sector support, resources and training that will contribute to better Aboriginal and Torres Strait Islander health outcomes.

### Organisation Overview

QAIHC is a non-partisan peak organisation representing all Aboriginal and Torres Strait Islander Community Controlled Health Organisations (ATSICCHOs) across Queensland at both state and national level. Our members deliver comprehensive and culturally appropriate, world class primary health care services to their communities.

QAIHC was established in 1990. Our vision is the elimination of disparities in health and well-being experienced by Aboriginal and Torres Strait Islander peoples in Queensland. QAIHC contributes to this vision by leading the development of the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland through evidence based, practical public policy solutions.

QAIHC has four key business divisions:

- Sector Development;
- Policy and Research;
- Corporate Services; and
- Commercial.

### **Policy and Research Division Overview**

The Policy and Research business division of QAIHC is responsible for developing high quality public policy, submissions and publications that influence change. Our four policy focus areas (primary health care, health service systems, health funding and health workforce) cover the risks and opportunities that impact on the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland.

This division of QAIHC is also responsible for ensuring that health service leaders in Queensland have an opportunity to contribute directly to the development of public policy and for establishing quality, long term relationships with external partners who want to contribute to the work QAIHC undertakes.

### **Sector Development Division Overview**

The Sector Development business division of QAIHC works closely with the sector to lead and build the organisational capacity and capability of our members. Our four sector development focus areas cover the risks and opportunities that impact on the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland. We develop the sector through leadership development, education, workforce planning, a Continuous Quality Improvement framework (quality standards and quality management) and through the promotion of a socially equitable funding model and system.

### **Corporate Services Overview**

The Corporate Services business division of QAIHC provides high level entity-wide administrative and operational support to all of QAIHC. This support includes financial, facility and information and communication technology (ICT) systems and process management. The Corporate Services business division is responsible for human resource support services, procurement and the marketing and communication functions of QAIHC.

### **Commercial Overview**

The Commercial Services business division of QAIHC consists of the Business Quality Centre (BQC). This entity is the commercial business area of QAIHC. It provides fee-for-service professional financial, human resources and information and communication technology services to a wide range of external customers.

## **Position Overview**

The Maternity Services Integration Project (MSIP) is a Queensland Health funded pilot project aimed to enhance the delivery of maternity services to mothers birthing Aboriginal and Torres Strait Islander babies across Queensland. The project aims to achieve this through four components:

- A state-wide review of current models of maternity service delivery between the ATSI CCHO's and their Hospital and Health Service (HHS);
- The implementation of site-based integration activities developed by the selected ATSI CCHOs and their local hospitals;
- Resource development in consultation with the ATSI CCHOs and HHSs; and
- Project evaluation and reporting to Queensland Health.

## **Key Responsibilities**

- Facilitate the development and implementation of site-based projects to timeframes;
- Develop written progress reports, minutes, newsletter content and stakeholder correspondence;
- Understand and adhere to ethics and evaluation guidelines;
- Develop and manage stakeholder relationships, facilitate collaborative partnerships between services, including coordination and facilitation of meetings;
- Develop and distribute resources in consultation with stakeholders;
- Work as a team to support the delivery of the project to achieve tight deadlines; and
- Occasional travel is required.

## **What we are looking for**

We will assess your merit for this role by looking at your competencies, skills, and experience. In particular, we will be assessing you on the following:

### **Competencies**

- A strong communicator and team player;
- High attention to detail and exceptional planner;
- Ability to work independently;
- Judgement and decision making;
- Strategic thinking.

### **(Pre-requisite) Skills & Experience**

- Knowledge and understanding of the Qld Hospital and Health Services and ATSI CCHOs health service delivery systems;
- Ability to think strategically across state and local arrangements;
- Highly organised, with a high standard of accuracy;

- Highly developed writing skills;
- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business;
- Demonstrated ability to work in a team and develop networks;
- Exceptional relationship and communication skills and an ability to engage with a broad range of stakeholders;
- Experience and/or qualifications in Maternal Health is highly desirable; and
- **Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.**

### **Additional information**

- A probationary period of six (6) months will apply to appointees.
- Referee checking will be undertaken and other pre-employment checks may occur prior to any offer of employment.
- Criminal history checks will be undertaken on the preferred applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them.
- Applications will remain current for a period of 12 months after the closing date for receipt of applications for the original vacancy.

### **Interested in applying?**

Roles at QAIHC are based on merit. To enable us to assess your merit, you should apply via email at **[applications@qaihc.com.au](mailto:applications@qaihc.com.au)**

- Include your current resume, including the name and contact details of two (2) referees with a thorough knowledge of your conduct and performance over the last two (2) years. One referee must be your current or most recent supervisor.

Provide a short statement (of no more than two (2) pages) addressing how you fit '**What we are looking for**'. This must address the following;

- Competencies;
- (Pre-requisite) skills and experience;
- A statement outlining your motivation to join us.

### **Closing date**

Applications close on midnight, Sunday 1st December 2019