



<b>Queensland Aboriginal and Islander Health Council (QAIHC)</b>					
<b>Manager, Health Programs</b>					
<b>Classification</b>	Manager	<b>Employment</b>	Permanent Full Time	<b>Salary</b>	\$104,040 + superannuation
<b>Benefits</b>	Attractive health promotion charity salary packaging	<b>Reporting to</b>	General Manager, Sector Development	<b>Manages Staff</b>	Yes
<b>Location</b>	Brisbane	<b>Contact</b>	applications@qaihc.com.au	<b>Close</b>	Midnight Sunday 2 <sup>nd</sup> February 2020

### **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 Manager, Health Programs sits within the Sector Development division and has responsibility for the operational coordination and delivery of health programs and initiatives related to continuous quality improvement, cultural education, workforce development, Medicare, training and development, and some health specific programs including hearing health, immunisation and diabetes. The position is responsible for managing a team and reports directly to the General Manager, Sector Development.

## Key Responsibilities

In this role, you will be required to:

- Manage and coordinate the delivery of QAIHC health program and education initiatives;
- Coordinate, develop and implement a work plan that addresses best practice service delivery models;
- Build and maintain positive relationships with key stakeholders and senior staff and develop innovative strategies, which assist QAIHC to deliver on key policies and initiatives;
- Monitor and evaluate the implementation and effectiveness of policies and programs;
- Identify training and development options for ATSI CCHOs in Queensland;
- Work strategically, liaise with and consult with a range of service and training providers;
- Lead, manage and support a team of staff;
- Provide advice, analysis and options to the Regional Managers, General Managers, and CEO on a range of sector development matters; and
- Coordinate reporting of outcomes to the sector, funding agencies and other key stakeholders.

## What we are looking for

We'll assess your merit for this role by looking at what you've done previously – the leadership, knowledge, skills and experience you've built and your personal qualities. We'll consider how well you can:

- Lead and Manage;
- Develop and manage stakeholders and relationships;
- Understand the context and environment of Aboriginal and Torres Strait Islander Health; and
- Coordinate and deliver health support and promotion programs.

## Pre-requisite Skills & Experience

- **This position has been identified - it is an occupational requirement that this position be filled by an Aboriginal or Torres Strait Islander person as permitted and arguable under Section 25 of the Queensland Anti-Discrimination Act 1991.**
- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business;
- Demonstrated experience in working with Aboriginal and Torres Strait Islander people in health programs, health promotion or health service delivery;
- Strong leadership, communication, collaboration and interpersonal skills;
- Demonstrated ability to work in a team, develop networks and build strong links with key stakeholders;

- Well-developed written skills and demonstrated experience in developing, maintaining and reporting at a project and program level;
- Relevant tertiary qualification at Bachelor level or equivalent (health qualifications highly desirable); and
- Current, unrestricted C class driver licence.

#### **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
- Provide a short statement (of no more than five (5) pages) demonstrating how you fit '**What we are looking for**' (including how you meet the Key Responsibilities and Pre-requisite Skills & Experience) in this role and outlining what your motivation is to join us.

Applications are required by midnight on Sunday 2<sup>nd</sup> February 2020.