



<b>Queensland Aboriginal and Islander Health Council (QAIHC)</b>					
<b>Regional Manager, Northern Queensland</b>					
<b>Classification</b>	Senior Manager	<b>Employment</b>	Full Time	<b>Salary</b>	\$119,646 + superannuation
<b>Benefits</b>	Attractive health promotion charity salary packaging	<b>Reporting to</b>	General Manager, Sector Development	<b>Manages Staff</b>	No
<b>Location</b>	Cairns	<b>Contact</b>	applications@qaihc.com.au	<b>Close</b>	Midnight Sunday 13 <sup>th</sup> September 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 three key business divisions:

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

## **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. Corporate Services also includes 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 Regional Manager, Northern Queensland is based in the QAIHC Office in Cairns supporting QAIHC's Members in Northern Queensland. Reporting directly to the General Manager, Sector Development, you will have responsibility ensuring that members in the Northern Region are informed of QAIHC activities and supported to deliver quality services to the Aboriginal and Torres Strait Islander community. The role includes coordinating QAIHC sector development activities, including continuous quality improvement, cultural capability, leadership development, Medicare education, and workforce development initiatives.

## Key Responsibilities

In this role, you will be required to:

- Manage and coordinate the delivery of QAIHC initiatives as required;
- Manage the implementation of QAIHC Service Delivery Statements;
- Advise member organisations in Northern Queensland on professional development opportunities;
- Provide advice, analysis and options to the General Manager, Sector Development and CEO on a range of sector development matters in Northern Queensland;
- Develop reports that promote the work of member organisations in Northern Queensland;
- Engage with member organisations in Northern Queensland to identify broad sector development priorities; and
- Forge and strengthen appropriate and ongoing linkages between member organisations, strategic partners and mainstream service providers in Northern Queensland.

## What we are looking for

We will assess your merit for this role by looking at your previous experiences – the leadership, knowledge and skills that you have built in your professional life and your personal qualities. We will consider how well you can:

- Lead;
- Manage stakeholders and relationships;
- Understand the job context and environment; and
- Apply judgement and independence.

## 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;**
- Exceptional relationship skills and an ability to engage with a broad range of stakeholders;
- Advanced leadership, communication, collaboration and interpersonal skills;
- Highly developed writing skills;
- CEO level experience in managing an Aboriginal and Torres Strait Islander Community Controlled health organisation is highly desirable;
- Understanding of the Aboriginal and Torres Strait Islander Community Controlled health organisations

and the issues facing them;

- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business; and
- Relevant Tertiary qualification or demonstrated relevant experience.

### **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@gaihc.com.au](mailto:applications@gaihc.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 two (2) pages) demonstrating how you fit '**What we are looking for**' (including how you meet the Key Responsibilities, Pre-requisite Skills & Experience) in this role and outlining what your motivation is to join us.
- ensure you provide us with information on how you meet the occupational requirement of being an Aboriginal or Torres Strait Islander person.

Applications are required by midnight on Sunday 13<sup>th</sup> September 2020