



**Central Australian Aboriginal Congress
Aboriginal Corporation
Position Description**

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships



Position:	Chief Operating Officer (PN142)
Division:	Directorate
Section:	Central Australia Academic Health Science Centre
Salary Level:	General Officer Level 12.1-13.1
Position Reports to:	Chief Executive Officer
Location:	Alice Springs (site as directed)
Last Review:	August 2017

Role Description

The Chief Operating Officer (COO) provides direct strategic and governance support to the Executive Committee of the Central Australia Academic Health Science Centre (CAAHSC) and manage the day to day operations of the AHSC.

Background

The Central Australia Academic Health Science Centre (AHSC) is a consortium of organisations spanning health services, education and medical research whose joint work aims to achieve significant changes to the health system and patient outcomes in the region.

The work of the Central Australia AHSC is primarily directed to Aboriginal residents, who comprise approximately 45% of our regional population and who experience considerable health inequalities relative to non-Indigenous residents.

The priorities of the Central Australia AHSC are guided by the five core themes we have identified as most critical to health in our region: Workforce and Capacity Building; Policy Research and Evaluation; Health Services Research; Health Determinants and Risk Factors; and Chronic and Communicable Disease.

Congress is the leading partner in the centre and administers all funds on behalf of the Centre. Congress provides comprehensive primary health care services to Aboriginal people in Alice Springs and 5 remote communities. Further information is available at www.caac.org.au.

Responsibilities

MAIN DUTIES (This is not a comprehensive list of all duties required of the position)	<ul style="list-style-type: none">• Coordinate the management of the CAAHSC Executive Committee to ensure optimal outcomes including preparation of agenda and meeting papers, taking meeting minutes, and following up on action items and agreed initiatives• Induct new Executive Committee members• Prepare communications on behalf of the Executive Committee for Government, media and other audiences• Lead the annual planning process, development, implementation and review of policy and procedures to support new organisational frameworks across the CAAHSC• Develop and implement systems, procedures and processes to ensure effectiveness, efficiency and compliance• Develop and manage relationships with potential partner organisations, key
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	<p>Government stakeholders in the Northern Territory and Australian Government, including NT Department of Health, Chief Minister's office, Australian Department of Health, National Health and Medical Research Council, Health Minister's office.</p> <ul style="list-style-type: none"> • Represent and advocate for the CAAHSC with government agencies, community groups in Central Australia and public • Lead the process of establishing and managing, tenders, accreditations, contracts (projects, commercial contracts, MOUs etc). • Oversee the management of established projects • Contribute sourcing funds from philanthropic and related sources, and co-ordinate with the philanthropic programs of the partner organisations. • Provide financial form approvals where relevant and in conjunction with Project Leads, within delegation limits • Coordinate and lead development of reports to meet Government requirement • Undertake other duties (and training) that are safe, legal, logical and responsible while being within the limits of employee's skill, competence and training, consistent with the position classification.
<p>WORK ORGANISATION</p> <p>(Planning and coordination)</p> <p>LEADERSHIP AND MANAGEMENT</p>	<ul style="list-style-type: none"> • Manage, plan and coordinate the functions of the CAAHSC, its staff and resources (including financial) allocated. • In collaboration with finance, develop and monitor the CAAHSC budget and reporting • Responsible for the supervision of direct reports. • Take all reasonable steps, through sound recruitment and professional development, to ensure that Congress employs, develops and promotes Aboriginal people across all parts of Congress. • Provide effective leadership to direct reports to achieve business outcomes and personal and professional development goals. • Develop a strong team and workplace culture committed to the organisation's strategy, mission, vision and values outlined by the board.
WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace; and • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices, including, ensuring that all staff under their control carry out their roles and responsibilities in accordance with these policies, including compliance with workplace inspections, audits and conducting risk assessments. • Exercise due diligence to ensure that Congress complies with its health and safety duties by ensuring that appropriate systems of work are in place and by actively monitoring and evaluating health and safety management Ensure identified WHS non-conformances are rectified. • Investigate all reported incidents within area of responsibility and report actions to prevent similar occurrences.
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Equity and Social Justice, Respect, Recognition, Resourceful, Responsibility, Relationships. • Apply the cultural framework and adhere to community specific protocols in all aspect of work with Congress. • Apply strict confidentiality practices and guidelines to all patient, client,

personal and commercially sensitive information.

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. At least five years' experience in a senior leadership role with relevant postgraduate qualifications; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.
2. High level of communication and interpersonal skills including the capacity to make professional presentations, correspond and lead meetings with senior government officials, to lead the development of proposals
3. Excellent planning and organisational skills, including managing conflicting priorities and meeting deadlines
4. Responsive in a changing environment
5. Knowledge of health research, primary, secondary and tertiary health services
6. An understanding of and commitment to the principles of Aboriginal Community Control.
7. Applied cultural awareness including working with Aboriginal Community Controlled Organisations

DESIRABLE

8. Experience within a similar type of environment (Scientific, Health or Academic)
9. Knowledge and experience of working with Aboriginal community controlled health services

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

Position Description Authorised by:


GENERAL MANAGER – BUSINESS SERVICES

SEPTEMBER 2017

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

Employee Name

Signature

Date

Supervisor Name

Signature

Date