



JOB DESCRIPTION

Section	Kalpa purru Wirranjarlki – Public Health		Work Unit	Senior Management
Job Title	Public Health Services Section Manager		Level	ASO 9 – 9.5
Job Type	Full Time		Duration	2 Year Fixed Term
Salary	\$106,180 - \$127,214		Location	Tennant Creek
Position Number	PHS 1	Budget	PHS	Closing
Contact	Dirk Bakker on 08 8962 2633			
Position reports to	General Manager			
Information for Applicants	<p>Applications must be limited to a one-page summary sheet, an attached detailed resume/cv and response to the Selection Criteria. All applications to be sent to hr@anyinginyi.com.au</p> <p>Confirmation of employment is dependent on the outcome of a Criminal History Check and successful application for an Ochre Card</p>			
Hours of Work	Monday – Friday, excluding public holidays. 8.00am – 5.00pm Accrued Day Off (ADO) access. 8.24 – 5.00pm – no ADO’s access. Weekend work may occur			
Special Measures	Not applicable to this vacancy.			
About Benefits	Salary packaging up to \$15,899.94pa, Subsidised accommodation for candidates from outside of the Barkly region, 6 weeks annual leave, Free employee only, gym membership , Free employee only, General Dentistry, (Laboratory work to be paid by employee), Free employee only, general prescriptions and private use of corporate vehicle up to 2,500km per year.			

Primary Objective:

As a member of the Anyinginyi Executive Leadership Team and reporting to the General Manager, this position will see you manage the staff and resources of the Public Health Section, to ensure a high standard of program delivery in a culturally responsive manner. You will work closely with fellow Section Managers in multi servicing needs for Anyinginyi clients, monitoring ill health and social deterrents of health in order to implement Public Health and health promotional strategies.

Context Statement:

Anyinginyi Health Aboriginal Corporation is a multi – disciplinary Aboriginal community controlled organisation which provides primary health care services to the Aboriginal people of the Tennant Creek and the surrounding Barkly region.

Key Duties and Responsibilities:

1. Ensuring strategic links are established and maintained with funding bodies and other external service providers working in the areas associated with Primary Health Care, especially the internal liaison and service coordination between Anyinginyi sections.
2. Preparing and managing budgets and monitoring Funding Agreement compliance, including reporting requirements
3. Support the preparation and analysis of data pertaining to reporting for internal and external stakeholders and whole of government on a variety of health matters.
4. Communicating Board and senior management decisions to staff and provide Board and senior management with regular status report on the program, as directed by the General Manager.



5. Effectively manage the staff and resources of the Public Health Section, including attracting and retention of employees.
6. Enhance service delivery quality through CQI processes that support ongoing improvement
7. Review operational functions across all service delivery areas for the Public Health Section
8. Maintain AGPAL accreditation
9. Ensure services are delivered in a culturally responsive manner at all times.
10. Acknowledge and respect Aboriginal values, beliefs customs language and traditional practices.
11. Proactively contribute to addressing WH&S hazards/incidents and adhere to infection control processes as required
12. Effective management of identified issues on Riskman.

Selection Criteria

Essential:

1. Extensive Public Health Management experience in the not for profit sector and/or Aboriginal community controlled organisations, delivering primary health care services.
2. Demonstrated analytical and problem solving skills as well as, in relation to employee management.
3. Demonstrated experience working with a community controlled Aboriginal organisation and the ability to develop/deliver organisational strategic planning goals
4. An understanding of Aboriginal traditions and customs including a willingness to incorporate Aboriginal culture and traditions into service delivery
5. Demonstrated experience in preparation of budgets, financial management, sourcing of future funding/submission writing, preparing and reporting on expenditure to Government funding bodies.
6. Experience in the manipulation of multiple reporting datasets, analysing and interpreting health data with an emphasis on accuracy, auditing and integrity for health development reporting.
7. Demonstrated awareness of the Commonwealth and Northern Territory Key Performance Indicators.
8. Well-developed time management skills, attention to detail, displaying personal motivation, initiative and enthusiasm to manage multiple tasks and meet competing deadlines, while maintaining quality standards.
9. Demonstrated computer literacy skills in Microsoft Office products, in particular excel, PowerPoint, and an aptitude to learn new programs.
10. The ability to work productively and as part of a team.
11. Willingness to work in a remote environment in remote conditions of the Barkly Region
12. Current First Aid Certificate and NT Drivers Licence
13. Current NT Orchre card (Working with Children card)

Desirable:

1. Understanding of key Performance Indicators relating to "Closing the Gap"
2. Understanding of social determinants of Health
3. Understanding of community/individual empowerment.
4. Relevant tertiary qualifications in Public Health Administration or similar.

Approved: 19 August 2019

Barb Shaw, General Manager