



Position Description

Position Title:	Portfolio Lead - Aboriginal Health and Wellbeing
Position Location:	Bathurst, Orange, Dubbo or Broken Hill.
Position Reports To:	General Manager, Aboriginal Health and Wellbeing
Portfolio:	Aboriginal Health and Wellbeing
Contract Type:	Full-time Maximum Term
Industrial Instrument:	Western Health Alliance Limited Enterprise Agreement 2021
Position Classification:	Level 5, Grade 4
Delegated Authority:	Level 3 - As defined in the Delegations Policy

Position Purpose

The **Portfolio Lead** is responsible for providing subject matter leadership, expertise and advice to inform Western NSW Primary Health Network (WNSW PHN) Activity Work Plans, Strategic Projects, Service Designs and Commissioned Services to ensure the health needs of our communities are addressed.

Key Responsibilities:

Management of Aboriginal Health Contracts and Commissioned Services

- Provide expert advice and direction to ensure that service design and delivery is aligned to evidence based best practice and community needs as identified through the WNSW PHN needs assessment.
- Ensure expenditure of all funds allocated to commissioned services are per Commonwealth guidance.
- Undertake analysis of commissioned service providers' performance and reporting to ensure deliverable and outcomes are being achieved
- Ensure that Aboriginal Health is embedded in the design of commissioned services.
- Ensure efficient and responsive management of contracts related to commissioned services.
- Development of relevant AWP's and contribute to relevant reporting.
- Work closely with commissioned services providers and internal stakeholders in the development and implementation of outcomes-based service delivery.



- Support the development and implementation of cross-sector initiatives with Aboriginal Community Controlled Health Organisations and other health and social sector organisations delivering services to Aboriginal people and communities.
- Work collaboratively with internal stakeholders to ensure planning, procurement, implementation and evaluation of commissioned services is coordinated.
- Contribute to internal procurement processes, including preparation of relevant documentation and participation in tender evaluations as required.
- Lead, develop and design programs and specifications, based on the health needs assessment and activity work plans, for the commissioning and delivery of Aboriginal health services, in line with key tasks outlined in the WNSW PHN commissioning cycle role clarity.
- Work collaboratively with the Contracts and Procurement team, to ensure sufficient information and support is provided to assist with procurement processes, contract execution and compliance requirements.
- Design, implement and monitor Aboriginal Health commissioned services including Integrated Team Care (Marrabinya), Indigenous Mental Health (Social and Emotional Wellbeing), and Indigenous Drug and Alcohol.
- Based on evaluations, undertake Aboriginal Health program reviews leading to service improvements.
- Provide appropriate strategic advice on Aboriginal health is included in the planning input for WNSW PHN Aboriginal health and programs.

Team Management & Leadership

- Support and encourage cross functional team-based decision making.
- Support a team that delivers exceptional, client-focused results in an environment of cultural safety and diversity.
- Completion of team individual talent management plans and reviews.
- Support opportunities for continuous improvement through mentoring of team members and Aboriginal staff within WNSW PHN.
- Engage with staff to optimise staff performance through the sharing of WNSW PHN values and providing open communication networks and effective performance management.

Aboriginal Health Council Support

- Provide support to the General Manager Aboriginal Health and wellbeing for WNSW PHN Aboriginal Health Council functions.
- Support the development of regular reports to the WNSW PHN Board of Directors on Advisory Council advice, recommendations and activities.



Stakeholder engagement

- Support and establish collaborative relationships with key stakeholders including Murdi Paaki & Three Rivers Regional Assemblies, Bila Muuji Aboriginal Corporation Health Service, Western NSW and Far West Local Health Districts (LHD's), Aboriginal Affairs NSW, the Aboriginal Health and Medical Research Council (AH&MRC), WNSW Aboriginal Community Controlled Health Organisations (ACCHOs) and peak Aboriginal health organisations.
- Provide support to the General Manager Aboriginal Health and wellbeing for WNSW PHN Aboriginal Health Council functions.
- Support the development of regular reports to the WNSW PHN Board of Directors on Advisory Council advice, recommendations and activities.

Work Health and Safety

- Take reasonable care of his or her own health and safety and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply so far as is reasonably able, with any reasonable instruction by management and comply with WNSW PHN policies and procedures relating to health and safety.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.

Key Internal Relationships

- All members of the Strategy, Engagement and Performance Team as required, including:
 - Manager Planning and Evaluation;
 - Manager Aboriginal Health Strategy and Programs;
 - Engagement and Digital Media Officer;
 - Data Manager;
- Other Portfolio Leads
- Members of the Corporate Services team as required.



Competency Framework: (refer to WHAL Competency Framework)

Core Competencies	Role Requirement Level
Analytical Thinking	(4) <i>Undertakes broader, complex analyses</i>
Initiative	(4) <i>Takes action to realise future opportunities</i>
Customer Focus	(4) <i>Delivers best practice customer service</i>
Learning Orientation	(4) <i>Expands existing boundaries of knowledge</i>
Results Focus	(4) <i>Drives broader business results</i>
Teamwork and Co-operation	(4) <i>Builds team effectiveness</i>
Direction Setting	(3) <i>Aligns the strategy with broader/future organisational goals</i>
Influencing and Negotiation	(3) <i>Focuses on areas of interest to influence and adapts approach to fit audience</i>
Conceptual Thinking	(3) <i>Thinks creatively to pursue unique solutions</i>
Judgement & Decisiveness	(3) <i>Makes quality decisions without complete information</i>
Planning & Co-ordinating	(3) <i>Monitors and facilitates others' activities</i>
Developing Others	(4) <i>Provides highly detailed feedback to encourage longer term career development</i>
Leading the Team	(4) <i>Generates strong commitment and enthusiasm</i>



General Responsibilities:

- Demonstrate a commitment to WNSW PHN's vision and values.
- Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
- Be aware of and adhere to WNSW PHN's policies and procedures.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend and participate in out-of-hours meetings and functions as required.
- Actively participate in staff development activities.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment utilised in the office.
- Undertake other duties commensurate with the role as required.

Selection Criteria:

Essential

- Identify as being Aboriginal, be of Aboriginal descent and be accepted in your local community as being Aboriginal (WNSW PHN considers that being Aboriginal is a genuine occupational qualification under Section 14 of the Anti-Discrimination Act 1977 NSW).
- Degree level qualifications in a relevant health field and substantial experience in the field related to the role.
- Demonstrated planning, design and contract management experience in commissioning Health Services particularly for Aboriginal people and communities.
- Experience leading Aboriginal Health programs, and demonstrated knowledge and experience engaging with and building positive relationships with Aboriginal health and community stakeholders.
- Experience in interpreting research evidence and applying it to service design or delivery.
- Demonstrated experience in working with Aboriginal organisations and communities in planning and implementing health services.
- Experience, including previous significant leadership/management experience in a substantial and complex health environment.



- Demonstrated effective practical application of knowledge of the social, cultural, political and health issues affecting Aboriginal people, families and communities and the impacts of rurality. Demonstrated understanding of and commitment to cultural safety.

Desirable

- Clinical experience (eg. Nurse, Allied Health Professional etc)
- Post graduate level qualifications in relevant field.
- Understanding of commissioning in the healthcare sector and demonstrated knowledge and understanding of portfolio-related activities at Commonwealth and State level.
- Demonstrated high-level information communication technology skills.
- Ability to lead a team and manage remotely located direct reports.
- The capability to effectively manage and develop people, including establishing clarity of roles and responsibilities; recognising talent and developing team capability; and effectively addressing and resolving team and individual performance issues.
- Knowledge and understanding of program logic and measuring outcomes.

Special Conditions:

- Conditions of employment are governed by the industrial instrument specified in the first table, the Fair Work Act 2009, National Employment Standards, Western Health Alliance Limited Employment Contract and WNSW PHN policies and procedures.
- Out of hours work, on evenings and/or weekends, may be required from time to time for which flexible working hours may be negotiated with your Manager.
- Travel, including overnight stays, across the region within the WNSW PHN's boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.



Appointment Prerequisites:

- Verification of eligibility to lawfully work in Australia. You must be an Australian or New Zealand Citizen, a Permanent Resident of Australia or possess a valid Australian Working Visa to be employed by WNSW PHN.
- Certification of tertiary qualifications and professional membership (if applicable to role).
- Verification of current NSW Drivers Licence.
- Verification of comprehensively insured motor vehicle (if applicable to role).
- National Police check.
- Working with Children check (if applicable to role).