

## POSITION DESCRIPTION

*This is an Identified Position*

<b>Position Title</b>	<b>Chief Executive Officer (CEO) AH&amp;MRC</b>
<b>Location</b>	Surry Hills, Sydney NSW
<b>Work Unit</b>	Executive
<b>Employment Status</b>	Full-Time, 37.5 hours per week
<b>Position Reports To</b>	AH&MRC Chairperson and the Board of Directors
<b>Term of Employment</b>	3 years from commencement dependant on annual performance review and/or continued funding.
<b>Salary</b>	Baseline Wage of \$214,651 plus superannuation and other allowances totalling a package valued at \$258,581
<b>Positions Responsible For</b>	All AHMRC and AHC personnel
<b>Date of Approval</b>	September 2017

The AH&MRC is an Aboriginal Community Controlled Health agency with a commitment to the employment of suitably qualified Aboriginal people. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.

*Pursuant to Section 14(d) of the Anti-Discrimination Act 1977 (NSW), Australian Aboriginality is a genuine occupational qualification for this position and is identified as an essential pre-requisite for appointment to the role of Chief Executive Officer, under AH&MRC Constitutional Rules.*

### Organisational Context / Environment

The purpose of the AH&MRC is to lead the Aboriginal Health Agenda in NSW for improved policies, programs, service and practices. Ensure that Aboriginal knowledge informs decision-making processes and support, strengthen Aboriginal Community Controlled Health Services to build sustainability within the Health Sector.

### Our Values

- Aboriginal culture and sovereignty
- Aboriginal Community Control
- Aboriginal holistic health
- Cultural respect, integrity and inclusion
- Human rights and social justice
- Quality and accountability
- Genuine and meaningful partnership

### Purpose of Position

The CEO establishes the core values and strategy of the workplace and is accountable for developing, communicating and executing strategic plans to facilitate the sustainable business success of the AH&MRC. The CEO will lead the development of annual goals and will work with Senior Management Team to guide the successful implementation of strategies that promotes the organisation's values. The CEO is also responsible for fostering an ethical and motivated workplace culture capable of achieving business goals.

The AH&MRC CEO is ultimately responsible to the Chairperson and the Board of Directors (the Board) for implementing strategic and operational policy and for the continued growth and viability of

the organisation. The CEO will be building the confidence, reputation and profile of the AH&MRC amongst the Members and across the Aboriginal health sector of NSW.

The CEO will develop and grow the organisation's services to members and provide strategies and advice to the Board. In addition, the position is accountable for managing the day-to-day operations of all business units and operating in the best interests of members and in pursuit of our collective goals.

## Duties and Responsibilities

### Governance

- Providing consistent high level advice to the Board of Directors on operations, policy and planning
- Oversight of the preparation of the organisations financial statements
- Lead the strategic planning process of the AH&MRC with the Board of Directors and Senior Management Team respectively
- Manage and oversee the internal governance controls
- Ensure the AH&MRC is working in line with the ACNC and ASIC regulations
- Oversight and management of all areas of risk
- Commitment to the sound working relationship with the AH&MRC's auditors
- Negotiates and establishes contracts, maintains relationships with key stakeholders and monitors contractual compliance

### Strategic

- Promoting Aboriginal Community Controlled Health Services as the preferred model for the delivery of comprehensive culturally appropriate primary health care to the Aboriginal community
- Establish and or continually manage highly complex relationships with key internal an external stakeholders in a highly political and complex environment
- Working with the Board, ensure the overall profitability, future development and growth of the organisation
- Creating opportunities to empower the Aboriginal Community to reach equality in health status and self-determination

### Financial Management

- Ensure the AH&MRC compliance of legislation, government requirements and Board policy relating to financial management of the organisation
- Ensure Board of Directors are up to date with corporate information and financial management advice, including performance against funding and sub-contracting agreements
- Ensure advice and directives handed down from the Board are operationalised keeping in line with accounting principles and are within ASIC and ACNC regulations
- Work closely with the Corporate and Financial Services Manager and provide oversight to the financial accounts, budgets and reporting
- Within regulatory guidelines bring financial innovation to the organisation to secure financial viability and sustainability of the AH&MRC including the Aboriginal Health College
- Understands funding and budgetary cycles and is a strong advocate when negotiating resources and/or other sources of revenue
- Ensure the organisation operates within the Delegation Policy and Risk Management Framework

### Operational

- Implement the AH&MRC Strategic Plan and monitor its progress, reviewing with the Board as necessary
- Planning and managing financial, physical and human resources to ensure that the strategic objectives of the organisation are met and risks are identified and minimised
- Successfully manage funding agreements and sub-contract arrangements to ensure deliverables are met within specified timelines
- Working with the senior management team, managing the external and internal operations of the AH&MRC

- Responsible for the operations of all business units of AH&MRC working closely with teams and divisions in overseeing the day-to-day running of AH&MRC.
- Successfully work within a team environment to develop action plans and programs aimed at achieving AH&MRC's short and medium term goals and objectives as outlined in the Strategic Plan, whilst ensuring adherence to organisational values
- Provide leadership to the senior management team, manage performance planning and review, to enable the team to meet its obligations and identified goals in line with strategic vision of the AH&MRC
- Oversee the operations of the AH&MRC Aboriginal Health College, provide leadership and innovation to ensure its sustainability and that it meets the needs of the NSW Aboriginal health sector

### **Workplace Health and Safety (WH&S)**

- Establishes and review WH&S systems and policies to address organisational requirements
- Provide support and oversight to WH&S functions

Aboriginal Health is an ever-changing complex and political environment, it is imperative that the CEO will undertake other duties as directed.

### **Personal Attributes**

- Understanding, respect and commitment to social justice, self-determination, Aboriginal community control, social inclusion principles and practice
- Encourages creativity and innovation in the workplace, is motivational and inspires others to meet the aspirations of the AH&MRC
- Ability to motivate others and ensure highly functional and productive team
- Builds organisational capacity and responsiveness
- Supports Program Managers and specialist staff to achieve program outcomes and delivers on results
- Nurtures internal and external relationships
- Displays resilience

### **RELATIONSHIPS**

Initiates strategic and productive relationships with key stakeholders and influences sector policy as it relates to Aboriginal Health and responsiveness to community needs and aspirations.

Continually builds knowledge of the sector and maintains high level of awareness of the key issues which impact Aboriginal Communities.

#### **Supervision**

- Executive Support Team
- Senior Managers

#### **Internal**

- AH&MRC Board of Directors
- Executive Support Team
- Senior Management Team
- Program Managers and all staff

#### **External**

- Government Agencies; NSW Department of Health, Commonwealth Department of Health and Prime Minister and Cabinet
- Aboriginal Health sector Agencies; NACCHO, NATSIHWA, AIDA, CATSINaM, Coalition of Aboriginal Peak Organisations
- Other Sector Agencies; PHNs, NGOs,

*The AH&MRC promotes and maintains the mental health and wellbeing of all staff through workplace practices, and encourage staff to take responsibility for their own mental health and wellbeing.*