



Our Values → Compassionate ↔ Respectful ↔ Empowering ↔ Inclusive

Application package

Chief Executive Officer

Closing Date is Monday, 18 February 2019

The Organisation

Galambila Aboriginal Corporation trading as Galambila Aboriginal Health Service is an Aboriginal Community Controlled Health Service located in Coffs Harbour, NSW. Galambila is a leading provider of high quality, culturally relevant, comprehensive primary health and related care services. Galambila serves the Aboriginal communities of Coffs Harbour, Urunga, Bellingen and Woolgoolga.

Important Information

An offer of employment will be a three year contract term.

Galambila is an equal opportunity employer and all applications for vacancies are based on merit. Women and people with disabilities are encouraged to apply

Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent. Applicants must be Australian citizens or permanent residents or have legal entitlement to work in Australia.

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.

Salary

Galambila offers the following attractive salary package for the Chief Executive Officer:

- Base salary \$145,000 p/a includes salary sacrifice up to \$31,177 (PBI status);
- Additional benefits include: 11% superannuation; additional leave; ongoing professional development.

How to apply

To apply for this role you will need to provide:

- A completed Applicant Details Form;
- Your updated Resume; and
- A maximum two page cover letter outlining your skills and experience relevant to the role;
- Confirmation that you are recognised as being of Aboriginal descent from the Aboriginal community.

You can submit your application directly by email to HR@Galambila.org.au – alternatively please drop in your application to Galambila Aboriginal Health Service, Corner of Harbour Drive and Boambee St, Coffs Harbour.

**For further information or inquiries please ring Jane Lennis or Peter McFadyen
on 02) 6652 0850**

Incomplete or late applications may not be considered for interview.
Applications must be received on or before **5pm Monday, 18 February 2019**

**Our Community and Clients
A healthy and empowered mob**



APPLICANT DETAILS

Position Applied for

Chief Executive Officer

Name

Do you identify and are recognised as Aboriginal or Torres Strait Islander?

Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal and Torres Strait Islander

No, I don't identify as either Aboriginal or Torres Strait Islander

Address

Suburb, State and postcode

Contact Number

Alternative Contact Number

Email address

How did you hear about this vacancy?

If other, please detail:

**Our Community and Clients
A healthy and empowered mob**



Selection Criteria – Chief Executive Officer

Please note Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent

Essential

1. Extensive experience in a senior management position in a medium sized organisation, preferably in an Aboriginal Community Controlled Organisation
2. Proven ability to provide advice to a Board of Directors on complex issues, including risk management, quality improvement and compliance requirements
3. Demonstrated understanding of issues impacting upon the health status of Aboriginal communities and knowledge of current initiatives designed to improve Aboriginal health outcomes.
4. Demonstrated high level strategic thinking and planning ability, with proven achievement of strategic objectives
5. Proven senior leadership experience, including the ability to lead and develop a functional team and manage human resources
6. Demonstrated high levels of personal and professional conduct.
7. History of excellent rapport within a local Aboriginal community setting especially with Elders Groups, community driven boards and committees.
8. Relevant qualifications in management, health management, business or similar discipline
9. Financial management experience including budgeting and program management
10. Experience in securing and managing both Government funded programs and self-generated income
11. Experience of developing and implementing effective management systems, including policies, procedures and financial systems for an organisation
12. Demonstrated high level of interpersonal, verbal and written communication skills

Desirable

1. Experience in driving and facilitating change in a complex organisational and sector settings
2. Relevant inspirational vision for the future of the organisation
3. Knowledge of the local Aboriginal community serviced by Galambila AHS.
4. Advanced computer skills

Licence

**Our Community and Clients
A healthy and empowered mob**

1. Current 'C' Class driver's licence is mandatory for this role.

Qualifications

There are no mandatory qualifications for this position, however, the following qualifications (or equivalent) are highly regarded.

- Bachelor or Master of Business Administration
- Bachelor or Master of Health Science / Health Services Management
- Bachelor of Public Health and Health Promotion or equivalent.

Employment Arrangements

An offer of employment is subject to a six (6) month probationary period. This role is advertised as a fixed term maximum term contract (up to 3 years). A review of performance will be conducted 3 months after commencing and on an ongoing basis with the Board of Directors.

This role will be required to complete the annual staff performance appraisals.

This role reports directly to the Board of Directors and is responsible for ensuring relevant, timely and detailed reports are provided to the Board throughout the contract.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children's Guardian (NSW).



Position Description

Position:	Chief Executive Officer
Location:	Coffs Harbour
Pay structure:	Contract
Hours per week	38 (minimum)
Responsible to	Board

Our Values → Compassionate ↔ Respectful ↔ Empowering ↔ Inclusive

Our Purpose → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr Land

Our Vision → Greater choices for our mob to improve health for all stages of life

Objectives

Under direction of the Board of Directors, to lead and manage Galambila Aboriginal Health Service (GAHS) as a whole, legally and with integrity, with the resources provided, to deliver the best possible health outcomes for the Aboriginal communities of Coffs Harbour and surrounds.

Role responsibilities

Board Relations, Compliance and Organisational Performance

1. Accept responsibility and be accountable for organisational results and professional practice;
2. Ensure compliance by the Corporation to legislation, government requirements, Board policy and the Rule Book;
3. Provide Board members with relevant information, high level advice and training as appropriate
4. Provide objective and balanced advice to the Board;
5. Facilitate appropriate and effective interface between the Board and staff;
6. Develop and communicate plans to staff to implement Board decisions;
7. Be responsible for implementing all Board approved strategic plans;
8. Ensure any significant decisions that relate to the organisation, governance or relationship with stakeholders are understood and authorised by the Board of GAHS;
9. Oversee statutory reporting functions, including preparation of annual reports, board reports and financial and compliance reporting;
10. Ensure the provision of high quality, professional, health care service to our community through the development, implementation and support of organisational policies and procedures.

Strategic Direction and Vision

With Board and staff:

1. Identify priority health needs within the community;
2. Initiate and develop organisational strategic plans ensuring overall cohesiveness with the strategic direction of our service delivery partners;

Our Community and Clients
A healthy and empowered mob

3. Define strategies, targets and outcome measures in support of strategic plans and program funding;
4. Develop long term plans for organisation development and growth;
5. Develop a policy framework for leading and managing the organisation in accordance with legal imperatives and government requirements;
6. Oversee development of organisation policies and procedures to ensure practices are consistent with strategic objectives

Resource Management

1. Ensure the most effective use of all resources to meet the changing needs of the community and staff;
2. Recommend annual budget to Board;
3. Actively seek out funding sources to maintain and increase the organisation's resource base;
4. In conjunction with the management team prepare funding submissions;
5. Increase levels of self-generated income;
6. Work with the Executive Management Team to monitor and review financial performance including maintenance of cash flow, staffing profile and activity data;
7. Provide accurate and timely budget and performance reports to the Board, staff and to relevant government funding bodies and other government agencies;
8. Ensure that all buildings, assets and equipment are kept in good condition, suitable to the requirements of the organisation.

Community and Partner and Stakeholder Relations

1. Represent and promote GAHS in key community and agency forums;
2. Build support for GAHS programs and services amongst relevant stakeholders;
3. Liaise with other service providers to ensure best possible services and health outcomes for local Aboriginal people;
4. Arrange and conduct community consultations and information forums as necessary;
5. Ensure all programs are culturally appropriate;
6. Develop & maintain partnerships with government, community and other stakeholders.

Leadership

1. Provide leadership to the whole of the organisation and to the management/team leader group;
2. Take action to promote free flowing, respectful communication and a positive teamwork culture;
3. Regularly convene whole of organisation and management/team leader meetings and events;
4. Coordinate and guide the work and development of the Executive Management Team.

Human Resource Management

1. Manage staffing levels, recruitment and performance management and development of all staff;
2. Motivate, develop and empower staff to achieve quality outputs;
3. Develop career paths, training, opportunities, guidance and support to provide the best possible career and professional development for all staff;
4. Ensure all OHS and HR and IR legislative requirements are met, including all mandatory training for staff and Board members;
5. Manage with sensitivity the more challenging and complex performance, conduct or conflict issues.

**Our Community and Clients
A healthy and empowered mob**

Program Evaluation and Quality Assurance

1. Oversee ongoing organisational and clinical accreditation and quality systems;
2. Identify and meet service delivery standards;
3. Continuously evaluate all activities and programs and drive action to continually improve outcomes;
4. Ensure the development and implementation of a risk management process for the organisation;
5. Oversee and sponsor quality improvement initiatives;
6. Ensure achievement of operational management targets, evaluate outcomes against standards and implement improvements.

Administrative

1. Develop essential policies and procedures for GAHS, arrange for Board approval as appropriate and ensure their implementation into day to day operations;
2. Coordinate the necessary preparation for Board and Annual General Meetings, meetings of the Executive Management Team and conferences.

Professional Development

Maintain and develop own professional, health industry and management qualifications, skills, knowledge and networks to a high level.

Workplace responsibilities

- Provide leadership, direction, support and supervision to all direct reports and staff within the organisation;
- Provide regular feedback and undertake performance management responsibilities with Executives and direct reports;
- Chair and manage regular staff meetings, ensuring participation from across the multi-disciplinary team;
- Ensure staff have training and development opportunities;
- Engage collaboratively with other Executive Managers to ensure the efficient delivery of quality and culturally relevant primary health care services; and
- Perform any other duties consistent with the terms of employments as may be directed or implied from time to time.

Workplace Health and Safety responsibilities

- Ensure defined WH&S and injury management policies and procedures are followed across organisation;
- Lead and foster a strong safety culture focusing on the safety of own and others in the workplace;
- Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;

Our Community and Clients
A healthy and empowered mob

- Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
- Report all hazards or potential hazards;
- Ensure investigations and recommendations are carried out in a timely manner;
- Be familiar with emergency evacuation procedures and participate in regular training in safety procedures and ensure the organisation and all staff are trained and understand the procedures;
- Ensure regular safety inspections for your area are completed as scheduled; and
- Review all hazards and potential hazards and ensure control measures are put into place and followed.

Child Protection Responsibilities

- Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People;
- Ensure all staff under direct responsibility have attended training in Child Protection and understand their responsibilities; and
- Ensure frontline procedures are universally adopted across the organisation.

Continuous Quality Improvement responsibilities

- Provide direction and support for the review the policy and procedures manuals across the organisation.
- Ensure action officers are identified in the continuous improvement framework.
- Ensure the Board is kept informed of continuous improvement outcomes.

Non Smoking Policy

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.



GALAMBILA PRIVACY AND CONFIDENTIALITY INFORMATION

One of the many rules to which staff must strictly adhere is the rule of professional secrecy and access to confidential information. All Galambila employees must observe a strict code of secrecy in any matters relating to work at Galambila and particularly in relation to information regarding clients/patients.

It is equally important that members of staff do not disclose any health information of clients/patients to any other staff member unless this information is necessary for the provision of care and is exchanged in the course of providing care.

Matters concerning the work of Galambila including information about clients/patients must never be discussed outside of Galambila and each member of staff has a moral and legal obligation to Galambila not to violate the trust placed in them in the handling of sensitive and confidential client and organisation information.

Staff recruited to Galambila are required to sign privacy and confidentiality agreements upon commencement of employment. Breaches of privacy and confidentiality are treated with the utmost seriousness and may result in disciplinary action up to and including termination of employment.

DOCUMENTARY IDENTIFICATION REQUIRED

Successful applicants are required to provide original identifying documentation as per the 100 point ID check for a Criminal Record Check. A current Working with Children Check Number is also required.

Identifying documents include:

Birth Certificate	70 points	Please bring one of these
Passport	70 points	
Driver's Licence	40 points	
Medicare Card	25 points	
Credit/Debit Card	25 points	
Utilities account (electricity)	25 points	

Note that it is the applicant's responsibility to ensure that documents produced equal 100 points or more when combined.