

Department of Health and Human Services

Position Description



Chief Aboriginal Health Adviser

The Chief Aboriginal Health Adviser, Aboriginal Health is responsible for leading and implementing strategies to improve health outcomes for Aboriginal people and communities in Victoria. This is a senior role representing the department externally and will have a key role building strong relationships with senior sector and intergovernmental stakeholders.

Reporting to the Deputy Secretary, Health and Wellbeing, the Chief Aboriginal Health Adviser will play a prominent role working within the department and sector to identify and provide strategic advice to Ministers, the Secretary and the Deputy Secretary on targeted priorities to improve health outcomes of Aboriginal and Torres Strait Islander people across the care continuum, from community through to acute care. The Chief Aboriginal Health Adviser will have a strong ability to create and maintain strong relationships, notably with Aboriginal organisations and the health service sector.

The new dedicated Unit signifies the department's elevated focus on improving Aboriginal health outcomes. The Chief Aboriginal Health Adviser will lead a small team with responsibility for driving and coordinating health reform strategies and initiatives. This includes identifying improvement priorities and opportunities, coordinating a new Aboriginal state-wide forum focusing on improving Aboriginal health outcomes, overseeing implementation of key initiatives, providing expert advice on Aboriginal health to the Health and Wellbeing executive, and driving collaboration within the department, across government and with the Aboriginal-controlled sector and other health providers. The Chief Aboriginal Health Adviser will provide leadership in embedding self-determination in the department's activities, including the implementation of Aboriginal health recommendations within the department's Aboriginal health, wellbeing and safety strategic plan 2017–2027: Korin Korin Balit-Djak.

Title	Chief Aboriginal Health Adviser, Aboriginal Health
Classification	Senior Medical Adviser (SMA)
Branch/area	Aboriginal Health Unit
Division	Health and Wellbeing Division
Work location	50 Lonsdale Street, Melbourne VIC 3000
Position number	DHHS/HW/550782
Employment type	Five (5) year employment contract Full-time or part time by negotiation
Salary	\$167,080 - \$239,496 p.a. plus superannuation
Position reports to	Deputy Secretary, Health and Wellbeing
Further information	Terry Symonds Ph: (03) 9096 8308
Closing date	Midnight 8 February 2019
Special condition	Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2010 (Vic).

Organisational environment

The department develops and delivers policies, programs and services that support and enhance the wellbeing of all Victorians. We take a broad view of the causes of ill health, the drivers of good health, the social and economic context in which people live, and of the incidence and experience of vulnerability.

We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.



Our vision is to support and enhance the wellbeing of all Victorians. We aspire to be an organisation where everyone is committed to achieving our vision and demonstrates our values in all that they do.

- We are respectful
- We have integrity
- We collaborate
- We care for people, families and communities
- We are accountable
- We are innovative

The department is committed to the safety of its clients. The department takes a zero tolerance approach to abuse, including child abuse and abuse of people with disability.

Departmental employees are required to comply with all legal requirements including the Child Safe Standards to keep children safe from harm and abuse.

The department has a zero tolerance towards violence within the workplace and recognises the rights of all staff to be free from violence and gender-related discrimination. We are proudly working with White Ribbon to create a safer workplace.

Leadership Charter

The department's Leadership Charter is an important part of shaping our culture and guides expectation for leadership in our senior management roles.

For further information please see <https://www.dhhs.vic.gov.au/file/1191/download?token=9hhUdS4R>

Health and Wellbeing Division

The Health and Wellbeing division leads on policy, strategy, funding and performance of Victoria's hospital and healthcare system, including maternal and child health, early parenting centres, mental health and alcohol and drug services. The division supports innovation and better care through its lead role in digital health, health and medical research and international engagement. Improving health outcomes for Aboriginal people is a key responsibility for the division.

The division also advances strategies that focus on prevention and population health, including through social and economic participation for older Victorians, asylum seekers, people from culturally and linguistically diverse backgrounds; and lesbian, gay, bisexual, transgender and intersex (LGBTI) people and communities.

Aboriginal Health Unit

The Aboriginal Health Unit is responsible for identifying key priorities and supporting the department and sector on implementing key initiatives to improve health outcomes for Aboriginal Victorians. The Unit will have responsibility for driving and coordinating health reform strategies and initiatives to improve health outcomes for Aboriginal

Victorians. This includes identifying improvement priorities and opportunities, coordination of a new Aboriginal state-wide forum focusing on improving Aboriginal health outcomes, overseeing implementation of key initiatives, providing expert advice on Aboriginal health to the Health and Wellbeing executive, and driving collaboration within the department, across government and with the Aboriginal-controlled sector and other health providers. This includes mapping existing best practice approaches and providing advice to spread and scale up initiatives.

Providing strategic advice to the Deputy Secretary, Secretary and Ministers, the Unit works across the department and in partnership with Aboriginal organisations and universal services to promote and deliver lasting Aboriginal health outcomes and facilitate the transition to self-determination for Aboriginal organisations and communities in all that we do.

Purpose and accountability

Accountabilities

1. Lead divisional planning, strategies and policies to improve the health outcomes of Aboriginal Victorians.
2. Strengthen and sustain engagement and partnership approaches between the division and Aboriginal Controlled Community Health Organisations that progress principles of self-determination, co-design and collaborative effort in health policy design and implementation.
3. Lead the implementation of the health related actions outlined within Aboriginal health, wellbeing and safety strategic plan 2017–2027: Korin Korin Balit-Djak.
4. Identify emerging and high priority health work for Aboriginal people to meet priority needs in context of departmental and Whole of Victorian Government frameworks.
5. As principal departmental Aboriginal health services adviser, provide high level, timely and strategic advice on a range of current and emerging national and state Aboriginal health issues to the Ministers, Secretary and departmental senior staff and to other stakeholders as required.
6. Improve evidence-based approaches to address Aboriginal health issues through data gathering and dissemination, building policy-relevant research capacity and demonstrating thoughtful leadership.
7. Prepare and present detailed, comprehensive reports, Ministerial briefs and Cabinet submissions in relation to Aboriginal health policy.
8. Represent the department at key forums, on committees and relevant working groups ensuring that critical Aboriginal health objectives and interests are promoted, building effective relationships across government and responding strategically to new government policies and initiatives.
9. Build strong productive relationships within departmental divisions and regions and develop understanding of business needs and objectives to ensure Aboriginal Health and Wellbeing Branch contributes to positive health outcomes and increased access to services for Aboriginal Victorians.
10. Develop and sustain collaborative and productive partnerships with agencies across the health services sectors to advance the health and wellbeing of Aboriginal people.
11. Lead and manage the Aboriginal Health Unit, to ensure a high-functioning team with a culture of collaboration, innovation and ethical behaviour.
12. Contribute to key Victorian policy development to ensure the interests of Aboriginal health are considered and addressed.

Selection criteria

Knowledge and skills

1. Strategic Thinking: Continuously seeks out new and innovative ways to shape and define the future of the department.
2. Leads Change: Initiates and facilitates change that produces better outcomes for clients.

3. **Communicates with Influence:** Communicates to influence the decisions, actions and perceptions of others and approaches negotiations with a convincing and balanced rationale.
4. **Empathy and Cultural Awareness:** Pays attention to words, expressions and body language; paraphrases messages to check understanding; shapes responses to individuals, based on a range of information they have noted; communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.
5. **Leadership and People Management:** Demonstrated leadership capability with a record of achievement in a complex and diverse environment through fostering a culture of high performance. Leads with courage to shape the structure and culture of the working environment, focusing and guiding others in accomplishing work objectives; managing people issues effectively; providing the necessary direction, support and guidance to facilitate the success of others.

Personal qualities

6. **Relationship Building:** establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communications; minimises surprises.
7. **Strong political acumen:** demonstrates an understanding of how to operate in an ambiguous environment and know how to make things happen within this context.
8. **Conceptual & Analytical Ability:** deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.

Qualifications

- A health related tertiary qualification is highly desirable.

Specialist expertise

- Demonstrated knowledge of Aboriginal culture and society and understanding of the historical and contemporary issues relating to Aboriginal Victorians.
- Demonstrated capacity to build and maintain networks, relationships and effective working partnerships across all sections of the Aboriginal community, all spheres of government and with community organisations, maintaining the confidence of Aboriginal and non-Aboriginal stakeholders.

Safety screening

- **Executive appointments are subject to pre-employment conduct screening.**
- All competitive applicants are subject to a satisfactory National Police History Check as part of the recruitment assessment process.
- Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check. Applicants should contact the relevant overseas police force to obtain this and submit as part of their application. Details of overseas police agencies are available on the Department of Immigration and Border Protection website (www.homeaffairs.gov.au) and search under 'Character and Police Certificate Requirements – How do I obtain a police certificate?'

Conditions and benefits

People who work for the department must comply with the Code of Conduct for Victorian Public Sector Employees 2015 and agree to work according to our values of quality, collaborative relationships, responsibility, client focus, professional integrity and respect.

Employees of the Department of Health & Human Services can enjoy a range of generous Victorian Government employment benefits. These include attractive salaries, flexible leave arrangements and training and development opportunities. Please see www.careers.vic.gov.au/why/benefits-conditions

The department promotes diversity and equal opportunity in employment. If you are an Aboriginal or Torres Strait Islander applicant, or if you have a disability, and require advice and support with the recruitment process, please contact our Diversity Unit on DiversityInclusion@dhhs.vic.gov.au.

How and where to apply

The Department of Health & Human Services prefers job applications submitted electronically to best manage administrative and environmental resources. If you are unable to apply online, please follow the instructions below to submit a paper copy.

- Online – existing staff: click through to the job opportunities page from the department’s intranet homepage.
- Online – external applicants: visit the job search page at www.dhs.vic.gov.au/about-the-department/our-organisation/careers/job-search

Other relevant information

For other important information about the recruitment process, please read the department’s Information for applicants page at www.dhs.vic.gov.au/about-the-department/our-organisation/careers/applying-for-a-job/information-for-applicants or request a copy from the contact for further information listed under the ‘Position details’ section of this document.

To receive this publication in an accessible format phone 9096 2805, using the National Relay Service 13 36 77 if required, or email robyn.thompson@dhhs.vic.gov.au

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Where the term ‘Aboriginal’ is used it refers to both Aboriginal and Torres Strait Islander people. Indigenous is retained when it is part of the title of a report, program or quotation.

Available at <http://intranet.health.vic.gov.au/corporate-service-hubs/human-resources/people-culture-branch-redesign>

THE CLOSING DATE FOR APPLICATIONS IS 8 FEBRUARY 2019