

ABORIGINAL HEALTH COUNCIL OF SA INC.
ABORIGINAL HEALTH SERVICES – OUR HEALTH, OUR CHOICE, OUR WAY

JOB AND PERSON SPECIFICATION

Position: Transition Manager

Classification: AHCSA6

Approval: **Date:**

Council of Directors

Aboriginal Health Council of SA Inc.

JOB SPECIFICATION

1.0 Summary of the broad purpose of the position in relation to organisation goals:

An Aboriginal Community Controlled Health Service (ACCHS) is planned for the Hills Mallee Southern OATSIH Planning Region to support Closing the Gap in Aboriginal Health outcomes. *A Plan for an Aboriginal Community Controlled Health Service in the Hills Mallee Southern Region by Kutjara Consultants* (the Plan) has been developed to guide the establishment of the new ACCHS.

The Transition Manager is responsible for the coordination and implementation of the agreed recommendations from the Plan. The position will play a key role in establishing and maintaining an effective support network between the ACCHS and mainstream sector's and will be expected to operate with a high degree of independence in overseeing specific projects and strategies.

2.0 Reporting/Working relationships

The Transition Manager is accountable to the Chief Executive Officer and reports to the Deputy Chief Executive Officer. The Transition Manager will also work in close collaboration with the other Policy and Co-ordination team members and with the Hills Mallee Southern ACCHS Steering Committee. The position will have a close liaison and working relationships across the SA Department of Health, Country Health SA, Aboriginal representative organisations, AHCSA and key stakeholders in Local, State, Commonwealth Government and external agencies.

3.0 Special Conditions

Considerable intra-state, and some interstate travel, including overnight absences, will be required. Possession of a current driver's licence is essential. Out of hours work will be required.

4.0 Statement of key responsibilities

The Transition Manager is responsible for:

- a) Work closely with Country Health SA to develop, coordinate and implement the transfer of Aboriginal health service delivery to the new Hills Mallee Southern ACCHS
- b) Work closely with key government and non government agencies to develop, coordinate and implement the transfer of Aboriginal health service delivery to the new Hills Mallee Southern ACCHS
- c) Developing a work plan from the recommendations from the Plan that outlines the strategies and actions required to meet the specific outcomes of the position
- d) Developing and maintaining an effective working relationship with existing networks across the Aboriginal community health sector
- e) Providing information, advice and support to the organisations recommended in the Plan in preparation towards the transition
- f) Liaising with the Country Health SA Transition Steering committee's for Pika Wiya Health Service, Ceduna/Koonibba Health Service and Nunyara Wellbeing Centre to gain information and knowledge on their transition processes
- g) Coordinate focus groups, community workshops and networking forums
- h) Providing reports as required to AHCSA CEO, Board , Hills Mallee Southern ACCHS Steering committee and Country Health SA
- i) Contributing to AHCSA's vision "All Aboriginal people enjoy a high quality of health and well-being".

Acknowledged by Occupant

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Print name

Signature

Date

PERSON SPECIFICATION – SELECTION CRITERIA

5.0 ESSENTIAL CRITERIA

5.1 Educational/Vocational Qualifications

- a) Tertiary level training in primary health care, community health or community development and/or project management.
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5.2 Personal Abilities/Aptitude/Skills

- a) Ability to work with Aboriginal communities and people, while respecting cultural values and ways of doing business.
 - b) Ability to present information clearly and effectively.
 - c) High level project management skills
 - d) Proven ability to work independently under very broad direction and identify performance outcomes, plan activities and set priorities to achieve objectives and meet deadlines.
 - e) Demonstrated high level verbal and written skills, with the ability to communicate clearly, decisively and effectively.
 - f) Ability to work effectively as part of a team.
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5.3 Experience

- a) Experience in working with Aboriginal people, organisations and communities.
 - b) Experience in establishing effective networks with government agencies and non government organisations.
 - c) Managing large and complex projects.
 - d) Experience in facilitating groups service planning and delivery.
 - e) Experience in managing complex Human Resource issues.
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5.4 Knowledge

- a) Understanding of the concepts of community development and community capacity building.
- b) Knowledge of Primary Health Care practices and principles.
- c) Working with significant expertise and competence on health projects at a State / Commonwealth level.
- d) Knowledge of State /Commonwealth Aboriginal health policy.
- e) Knowledge of the principles and practices of OHWS management in particular, those of Risk management and Hazard Control and; the Equal opportunity Act 1984, the PSM Act 1995 and Diversity.

6.0 DESIRABLE CRITERIA

6.1 Educational/Vocational Qualifications

- a) Nil.

6.2 Personal Abilities

6.3 Experience

- a) Experience in policy and/or project evaluation and review.
- b) Experience in working in a primary health care related field.

6.4 Knowledge

- a) Knowledge and understanding of the role and functions of AHCSA Inc.
- b) Knowledge of Aboriginal health and well-being issues.

Acknowledged by Occupant

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Print name	Signature	Date
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