**Program Officer – Aboriginal Health Strategy and Programs**

**Location: Dubbo, Orange, Bathurst or Broken Hill**

Thank you for your enquiry.

This Information Pack is designed to inform you about the organisation and the role, identify the selection criteria we will be using to select the right candidates, and explain the application process. If you have any questions about this position after you have read this document, please contact **Kim Whiteley on 1300 699 167.**

The Western NSW Primary Health Network (WNSW PHN) is an independent, not-for-profit organisation funded by the Commonwealth Department of Health and plays a pivotal role in supporting GP General Practice and Primary Health Care services to better meet the health needs of the community and patients. WNSW PHN is an agile and high performing organisation that responds to the identified needs of the community, Commonwealth and State health policy, and the development needs of primary health care providers.

The WNSW PHN works with a range of primary health care oriented councils and clinical service providers to plan and fund programs based on the health needs of the region in order to better connect local health services to meet local health needs.

# Position Advertisement

**Program Officer – Aboriginal Health Strategy and Programs**

**Location: Dubbo, Bathurst, Orange or Broken Hill**

**Full-time maximum term contract until 30 June 2021 (with possibility of further extension)**

***PLEASE NOTE: the selection criteria as outlined in the position description must be addressed as part of your application.*** *This is an identified position in accordance with Section 14 of the Anti-Discrimination Act 1977. Aboriginal applicants must demonstrate Aboriginality which forms part of addressing the selection criteria.**While WNSW PHN recognises that there are people of both Aboriginal and/or Torres Strait Islander descent living across the region, reference is made to Aboriginal in recognition of Aboriginal people being the first people of NSW.*

The WNSW PHN is one of 31 Primary Health Networks across Australia established by the Australian Government to support frontline health services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time. To achieve this, we work closely with general practice, Aboriginal Medical Services and other health care providers, Local Health Districts, non-government organisations and the broader community.

**The Role**

The Health Officer, Aboriginal Health Strategy and Programs is responsible for providing program and administration support to Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN) Aboriginal Health Strategy and Programs portfolio, with a focus on improving the cultural safety of primary care services in the region.

The Health Officer is responsible for assisting with the planning, development and integration of Aboriginal Health programs across the WNSW PHN.

The Health Officer will collaborate with members of the Strategy, Engagement & Performance team and other WNSW PHN staff to generate relevant information and data needed to support the improvement, coordination and integration of Culturally Safe Primary Care Services for Aboriginal people living in our region.

The position will engage, and build a relationship with Regional Assemblies, Aboriginal Community Controlled Health Organisations (ACCHO’s), Aboriginal Communities and the WNSW PHN Aboriginal Health Council to achieve outcomes regarding improving Aboriginal Health in Western NSW.

WNSW PHN considers that being Aboriginal is a genuine occupational qualification under s14 of the Antidiscrimination Act 1977 (NSW).

*While WNSWPHN recognises that there are people of both Aboriginal and Torres Strait Islander descent living across the region; reference is being made as Aboriginal in recognition of Aboriginal people being the first people of NSW.*

**Benefits to working with WHAL**

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

* Generous salary packaging options up to $18,450 per year
* Professional development allowance and leave
* Family friendly and flexible working arrangements
* Supportive team environment
* Collaboration with passionate likeminded professionals
* 5 weeks annual leave
* Option to purchase an additional 2 weeks leave or cash out 2 weeks
* Additional leave between the Christmas and New Year period
* 6 weeks paid parental leave
* Opportunities to be innovative
* Free Employment Assistance Program

**How to apply**

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the ‘About Us’ section of our website [www.wnswphn.org.au/about-us/employment](http://www.wnswphn.org.au/about-us/employment)

WNSW PHN is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

For enquiries regarding this role, please contact Kim Whiteley on 1300 699 167

***PLEASE NOTE:***

***The selection criteria as outlined in the position description must be addressed as part of your application.***

**Applications close 9am Monday 4th March 2019**

**Guidelines for Applicants**

These guidelines aim to assist you in submitting applications for advertised vacancies with the Western NSW PHN.

**Applying for a position**

The following may assist you in preparing your application:

• Obtain and carefully read the Information Package for the position of interest.

• Conduct some initial research on the organisation by browsing the website and reading key resources.

• If you need to, seek clarification or additional information on the organisation and/or the position.

• Decide whether you possess, and can demonstrate your skills, experience, knowledge and ability against the selection criteria.

• When addressing the selection criteria, provide examples to demonstrate and

substantiate your claims. Examples should outline a situation, identify the action you took and summarise the subsequent result. Keep your response to no more than two pages, plus your Resume/Curriculum Vitae (CV).

• Be aware of the closing date and where and how to lodge your application (for details see below). If, for any reason you cannot submit your application by the closing date, you should ring the contact officer to see if a late application will be accepted.

• If you require any special arrangements (e.g. wheelchair access, hearing or visual aids, etc.) to assist you to attend an interview, please discuss these with the contact officer when the interview is being arranged.

**What you need to include in your application**

The WNSW PHN uses a streamlined approach to recruitment. All applications require:

1. A cover letter introducing yourself and outlining your interest in the position

2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)

3. Resume/Curriculum Vitae (CV) that should include information about:

a. contact details including telephone number and email address

b. education/qualifications

c. an employment history summary including (for each position):

i. the employer

ii. start and finish dates

iii. your position/title

iv. your responsibilities and achievements in the position

d. a summary of your skills

e. professional memberships

f. the names of two work related referees (must be work related and senior to the position you hold), and other relevant information that will support your application not covered elsewhere.

4. Any other supporting documentation, e.g. copy of your qualifications

**Submitting your application**

Applications should be submitted via email (by the closing date and time) to:

hr@wnswphn.org.au

or posted to:

Human Resources

Western NSW PHN

First Floor,

187 Brisbane Street

PO Box 890

Dubbo NSW 2830

**Position Description**

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| Position Title: | Program Officer, Aboriginal Health Strategy and Programs |
| Position Location: | Dubbo (preferred), Orange, Bathurst, Broken Hill |
| Position Reports To: | Manager, Aboriginal Health Strategy and Programs |
| Portfolio: | Strategy, Engagement & Performance  |
| Contract Type: | Maximum Term Ful Time  |
| Industrial Instrument: | Western Health Alliance Ltd Enterprise Agreement 2017 |
| Position Classification: | Support Officer – Level 2 , Grade 3 |
| Delegated Authority: | As defined in the Delegations Policy |
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| Position Purpose |

The Health Officer, Aboriginal Health Strategy and Programs is responsible for providing program and administration support to Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN) Aboriginal Health Strategy and Programs portfolio, with a focus on improving the cultural safety of primary care services in the region.

The Health Officer is responsible for assisting with the planning, development and integration of Aboriginal Health programs across the WNSW PHN.

The Health Officer will collaborate with members of the Strategy, Engagement & Performance team and other WNSW PHN staff to generate relevant information and data needed to support the improvement, coordination and integration of Culturally Safe Primary Care Services for Aboriginal people living in our region.

The position will engage, and build a relationship with Regional Assemblies, Aboriginal Community Controlled Health Organisations (ACCHO’s), Aboriginal Communities and the WNSW PHN Aboriginal Health Council to achieve outcomes regarding improving Aboriginal Health in Western NSW.

WNSW PHN considers that being Aboriginal is a genuine occupational qualification under s14 of the Antidiscrimination Act 1977 (NSW).

*While WNSWPHN recognises that there are people of both Aboriginal and Torres Strait Islander descent living across the region; reference is being made as Aboriginal in recognition of Aboriginal people being the first people of NSW.*

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| Key Responsibilities: |

* Contribute to Aboriginal Health Programs and Project work to implement the WNSW PHN Cultural Safety Framework across general practice, AMS and allied health to improve cultural safety in primary care services and improved health outcomes for Aboriginal people.
* Organise cultural safety training and other events for health care providers and stakeholders, working closely with other staff.
* Support the Manager, Aboriginal Health Strategy and Programs across the WNSW PHN Aboriginal Health Program portfolio.
* Develop and maintain effective relationships with internal, external, individual and group stakeholder partners e.g. ACCHO’s, LHD, Regional Alliances etc. to achieve outcomes regarding improving Aboriginal Health in Western NSW.
* Assist with the coordination of the WNSW PHN Cultural Safety Framework responsibilities across organisational teams
* Maintain the organisational Cultural Safety Induction Pack for new and existing staff of the WNSW PHN
* Assist with other tasks to implement the Aboriginal Employment Strategy
* Other duties as directed

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| **Competency Framework** (refer to WHAL Competency Framework) |
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| **Core Competencies** | **Role Requirement Level** |
| **Analytical Thinking** | **(2)** – *Sees basic links* |
| **Initiative**  | **(2)** – *Proactively addresses current opportunities or problems (ahead of others)* |
| **Customer Focus**  | **(3)** – *Takes personal responsibility for customers*  |
| **Learning Orientation** | **(2)** – *Takes initiative to learn beyond the scope of current role.* |
| **Results Focus** | **(2)** – *Works to achieve a standard of results which are challenging* |
| **Teamwork and Co-operation** | **(3) –** *Values others input*  |
| **Planning & Co-ordinating** | **(2)** – *Organises plans and schedules own work, suggests and implements improved work processes* |

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| General Responsibilities: |

* Demonstrate a commitment to WHAL’s vision and values.
* Commitment to supporting a culturally safe work place.
* Respect confidentiality in line with the Privacy Act 1988 and related policies and procedures.
* Be aware of and adhere to WHAL’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.

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| Selection Criteria: |

**Essential**

* Identify as being Aboriginal and be accepted in your local community as being Aboriginal

(WNSWPHN considers that being Aboriginal is a genuine occupational qualification under Section 14 of the Anti-Discrimination Act 1977 NSW).

* Demonstrated knowledge and understanding of Aboriginal health care in a regional/rural setting.
* Experience working within Aboriginal Health or a related area with an identifiable transferrable skill set or expertise.
* Knowledge of Aboriginal and Torres Strait Islander cultures and demonstrated experience and or knowledge working with Aboriginal communities i.e. cultural protocols.
* Ability to communicate sensitively and effectively with members of the Aboriginal community.
* Demonstrated ability to engage, develop and maintain relationships with key stakeholders. \*Engagement with Aboriginal Communities, agencies, and other Government agencies would be highly regarded.
* The ability to work autonomously and in a team.
* Demonstrate ability to undertake research and data analysis
* Sound computer literacy, including the ability to work with databases and provide or seek technical support.
* Current C class open driver’s licence and willing to travel.

**Desirable**

* Experience in a relevant or related field of work and or career such as Health Promotion, Public Health, Cultural Development, or Community Engagement.
* First Aid Certificate or willingness to obtain same

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| 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 WHAL 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 WHAL’s boundary may be necessary from time to time. Occasional intrastate and/or interstate travel may also be required.

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| 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 WHAL.
* 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 (if applicable to role).
* Working with Children check (if applicable to role).