



POSITION PROFILE

POSITION TITLE: ABORIGINAL CHIEF EXECUTIVE OFFICER

Position Title	Aboriginal Chief Executive Officer (ACEO)	Program / Funding Stream	2- WTIGLZ Primary Health Care
Position Classification	Administration and Operational Support (AOS) Level 8	Finance Funding Code	DOC 50
Reports To	Wurli-Wurlinjang Health Services Board of Directors	Direct Reports	<ul style="list-style-type: none"> - Senior Medical Officer/Director of Medical Services - Manager Community Services - Infrastructure, Assets, IT, WHS & Security Manager - Primary Healthcare Operations Manager - Primary Healthcare Systems Manager - Executive Manager HR - Finance Team Leader/Manager - Grants and Contracts Coordinator/Manager

<p>Program / Role Description</p>	<p>Wurli-Wurlinjang Health Service (WWHS) is an Aboriginal Community Controlled Organisation that prides itself on delivering a range of health services to the community in a style and manner that makes clients feel welcome and comfortable.</p> <p>WWHS operates a range of clinics and provides a range of primary health care and other services which include our Main Clinic (acute and general care), Gudbinji Chronic Disease Clinic, Binjari Health Centre, Women and Children’s Health, Men’s Health, and a Dental Clinic.</p> <p>We also deliver Community Service programs which aim to achieve better outcomes in early intervention, treatment, and management through an integrated approach in a primary health care setting like our Alcohol and Other Drugs Program, Social and Emotional Wellbeing program, Katherine Individual Support Program, and our Strong Indigenous Families program.</p> <p>As well as providing Clinical and Community Services WWHS also provides Professional Development and Training, as well as Corporate Services being: Human Resources, Finance, Infrastructure, Work Health and Safety, Compliance and Administration Support.</p> <p>The WWHS Strategic Plan 2022/2026 (Strategic Plan) outlines that the WWHS workforce is a key enabler for the provision of quality primary health care and addressing Wurli Wurlinjang strategic priorities.</p> <p>Paramount in the Strategic Plan is ensuring Aboriginal people are present in numbers across the health disciplines and that they are nurtured and supported to take on leadership roles within the health service.</p> <p>In Supporting the Strategic Plan is the establishment of the Aboriginal Chief Executive Officer (ACEO) position, which can only be filled by an Aboriginal applicant. The Applicant must have extensive knowledge and experience of local Aboriginal law and culture relevant to WWHS’s clients.</p> <p>The ACEO is responsible to the Broad of Directors for the provision of a high quality, culturally appropriate and compliant comprehensive health service in accordance with the corporations’ rule book, organisational vision, values, and strategic plan.</p> <p>The ACEO will lead and direct the affairs of the corporation and will provide organisational leadership and direction to the executive team and supporting management team reports.</p>
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	<p>The ACEO role will have to provide leadership in problem solving issues that arise and in managing highly complex and confidential legal matters, and industrial relations, at a strategic level.</p> <p>The ACEO will liaise closely with the Board of Directors and the Executive Management team to ensure Wurli continues to maintain a sustainable business model that is meeting the primary health care needs and other program activities of the communities it serves.</p>
<p>Qualifications</p>	<p>Essential:</p> <ul style="list-style-type: none"> - Appropriate qualification in Business Management, Population Health, Finance or Human Resources or other equivalent experience and/or relevant tertiary qualifications - Demonstrated Knowledge of strategic planning and achievement of strategic objectives - Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for the organisation - Demonstrated ability to lead at a senior level
	<p>Desired:</p> <ul style="list-style-type: none"> - Bachelor of Community Health or other equivalent experience and/or other relevant tertiary qualifications - Compliance and Accreditation experience - Industrial Relations experience - High level of interpersonal and people communication skills, including a high level of written and oral communications skills. - Ability to communicate across a range of relevant government and non-government sectors and to represent the organisation as required.
<p>Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> - Previous senior leadership role with a clear understanding of the obligations of the funding, organisational governance, and reporting requirements. - Minimum three years' experience - Experience in managing highly complex and confidential legal matters, and industrial relations, at a strategic level.

	<p>Desired:</p> <ul style="list-style-type: none"> - Previous experience as a CEO for an ACCHO - Ability to work constructively and passionately with Board members to ensure all statutory, fiduciary, and financial obligations and responsibilities are met. - Previous experience in developing innovative solutions to complex problems. 	
Prerequisites	<p>National Police Records Check Working with Children’s Clearance Current Northern Territory Driver’s License</p>	
Key Result Area	Responsibilities / Activities	Standard Measure
PROGRAM DEVELOPMENT, NETWORKING & LIAISON	<p>Promoting Aboriginal Community Controlled Health and Community Services as the preferred model for the delivery of culturally appropriate comprehensive primary health care to the Aboriginal community and to ensure health services programs are designed to meet current and emerging needs</p> <p>Establish and or continually manage highly complex relationships with key internal and external stakeholders in a highly political and complex environment and contributes to discussion regarding trends and future needs</p> <p>Work collaboratively with a range of stakeholders to influence community culture, growth, education, and health at a strategic level</p> <p>To respond personally, when appropriate, to enquires or requests by individuals or groups within the community</p> <p>Represent Wurli on Committees and/or external community organisations where required including representing Wurli to peak Aboriginal Corporation bodies and to community, regional, State and National interest over policy development, planning, and service provision</p>	<ul style="list-style-type: none"> ○ Liaises regularly with key stakeholders, Board members and other service providers ○ Policy options in primary health care trends and identified service gap areas are developed for consideration by the Board in order to further grow the Organisation in line with approved strategic plans and budgets ○

	<p>Ensure that WWHS strategically aligned with other primary health services providers in the region and ensure that WWHS consults with and is a party to regional health planning</p>	
MANAGEMENT / BUSINESS ACUMEN	<p>Ensure functions and duties of reporting position are carried out to standard and in accordance with CQWI principals, compliance to all relevant statutes, regulations, and funding agreements</p> <p>Monitor and manage the Executives and other management reports to ensure their teams performance against operating plans, financial budgets, and strategic plans</p> <p>Develop projections to ensure continuing availability of resources for medium and long term organisational needs.</p> <p>Prepare high quality ACEO reports to the Board in conjunction with other high-level input on functions/programs being delivered and future innovative programs being developed across the organisation.</p> <p>Implement new and innovative ideas and practices in consultation with the Board.</p> <p>Provide leadership in managing highly complex and confidential legal matters.</p>	<ul style="list-style-type: none"> • Provides effective and supportive leadership to all direct reports. • Ensure governance frameworks support achievement of the corporate and strategic goals of the organisation. • Establish a culture of continuous improvement with regular review processes implemented and delivered. • Contributes to, and is part of, the organisational culture where teamwork, cooperation, client service, quality, safety, and confidentiality are the focus
HUMAN RESOURCES	<p>Provide strong human resource leadership to the organisation fostering an environment which is safe, transparent, accountable, and respectful.</p> <p>Management of the ACEO Direct reports in accordance with Wurli policies and procedures and the delegation's framework of Wurli, including but not limited to: - leave approval, hours of work, payroll authorisation, absence, under performance etc.</p> <p>Support direct reports in the management of their human resources</p> <p>To ensure industrial protocol is observed and industrial harmony is fostered.</p> <p>Ensure that appropriate position evaluations, staff establishment and appraisal procedures are up to date.</p>	<ul style="list-style-type: none"> • Leads by example and develops a culture that values and recognizes Wurli's human resources as critical to organisational success • Human Resource Management Frameworks are reviewed and updated in accordance with legislation as required • Co-operative and professional working relationships are developed and maintained across the organisation

	<p>Provide assistance with recruitment, selection and induction of staff as required</p> <p>To ensure staff development and training programs are appropriate to current and future departmental needs.</p> <p>Create a work environment which attracts and retains appropriate talents</p>	<ul style="list-style-type: none"> • Delegated Human Resource functions are completed in accordance with time frames and standards • Maintains a fair, equitable and accessible process for the handling of enquiries and complaints in line with all quality assurance and accreditation programs. • Maintains appropriate records in relation to management of human resources
ADMINISTRATION & REPORTING	<p>Ensure Board of Directors are up to date with corporate information and financial management advice, including performance against funding and sub-contracting agreements</p> <p>Provide Reports to the Board</p> <p>Annual reporting</p> <p>Ensure compliance with all other reporting requirements as per the funding agreements, rule book and other agreements (MOU's) in place</p> <p>Provide regular updates to the Board regarding the performance of funded activities, community issues and any other matters relevant to WWHS business</p> <p>Foster team administrative process that are best practice and in accordance with the quality standards required by Wurli.</p>	
WORKPLACE HEALTH & SAFETY	<p>Ensure Wurli has appropriate Risk management and workplace health and safety frameworks in place and that are in accordance with legislative requirements</p> <p>Ensure your personal health and safety, and that of others in the workplace</p> <p>Establish, review, update and promote and deliver in accordance with Wurli's risk management framework and delegates responsibilities across the organisation's management team</p>	<ul style="list-style-type: none"> • Ensures Risk Management practices are in place and up to date at all times • Adheres to Risk Management and WH&S Policy and Procedures at all times • Follows up on incidents / accidents and associated reporting in a timely manner • Completes internal risk assessment audits as required

	<p>In conjunction with the delegated manager establishes and reviews Wurli WH&S systems and policies to address organisational requirements and to meet legislative compliance</p> <p>Report all accidents, incidents, near misses and hazards immediately</p> <p>Respond in line with risk management, incident management, reporting and escalation requirements in times of a crisis, emergency or following a complaint.</p>	<ul style="list-style-type: none"> Ensures delegated responsibilities across the management team are upheld and actioned
CORPORATE IDENTITY	<p>Promote and embody Wurli's vision and values</p> <p>To be the key representative / liaison between the board, staff our Aboriginal Communities and the broader community</p> <p>To be a proactive leader and role model for Indigenous health at a local, Territory and national level</p> <p>Consult with appropriate stakeholders on matters that may impact on the environment and the community in a timely and respectful manner</p> <p>Ensures Wurli responds to external concerns / complaints in a timely fashion</p> <p>Maintain professional networks that allows for good service delivery and continuity of care for patients</p> <p>Act in accordance with Wurli's Code of Conduct</p>	<ul style="list-style-type: none"> Acts in a professional and proactive manner as the primary health care advocate for the organisation on behalf of the Board at appropriate meetings and forums where issues and strategies related to Indigenous health are considered Actively Maintains the reputation of the organisation through effective and timely communication and community participation Positively promotes the image and services of the organization Reports significant events to the Board in a timely manner
Personal Characteristics / Qualities		Job Competencies (Skills and Knowledge)
<ul style="list-style-type: none"> Service use focused: committed to act for wellbeing of service users, ensure needs of service users remain key focus Understanding, respect and commitment to social justice, self-determination, Aboriginal Community Control, social inclusion principles and practice 		<ul style="list-style-type: none"> Conduct: Willingness to work within Wurli's values and vision and adhere to quality improvement practices, policies, and procedures Cultural Awareness: Knowledge and understanding of Indigenous societies and culture, including issues effecting Indigenous people in contemporary Australian Society and knowledge of Katherine and surrounding communities

<ul style="list-style-type: none"> • Encourages creativity and innovation in the workplace, is motivational and inspires others to meet the goals & vision of the Organisation • Collaborative: Exceptional ability to collaborate, communicate, and execute outcomes across functions and all levels of employees and stakeholders; Encourages and cooperates with others to achieve common goals • Innovative: Generates options and ideas; finds ways to work better and smarter • Analytical: Collects, organises, and applies information relevant to specific needs and outcomes to provide strategic guidance • Problem solver: Able to effectively address a range of issues as they occur. • Organised: Prioritise and handle numerous tasks for multiple stakeholders, often in a short timeframe • Excellent Interpersonal skills: tactful and able to explain and discuss all matters using appropriate verbal and written communication for the target audience • Discretion and sound judgment • Ability to motivate others and ensure highly functional and productive team • Displays resilience 	<ul style="list-style-type: none"> • Leadership Demonstrated management experience in the ACCHO sector • Ability to Establish and Maintain Interpersonal Relationships: Developing constructive and cooperative working relationships with others and maintaining them over time. • Making Decisions and Solving Problems: Analysing information and evaluating results to choose the best solution and solve problems. • Organising, Planning, and Prioritising Work: Developing specific goals and plans to prioritise, organise, and accomplish position requirements • Judging the Qualities of Things, Services, or People — Assessing the value, importance, or quality of things, service, or people. • Coordinating the Work and Activities of Others: Getting members of a group to work together to accomplish tasks. • Documenting / Recording Information: Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. • Evaluating Information to Determine Compliance with Standards: Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. • Provide Consultation and Advice to Others: Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics. • Developing Objectives and Strategies: Establishing long-range objectives and specifying the strategies and actions to achieve them • Performing Administrative Activities: Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
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	<ul style="list-style-type: none">• Guiding, Directing, and Motivating Staff — Providing guidance and direction to direct reports, including setting performance standards and monitoring performance.• Thinking Creatively: Developing, designing, or creating new applications, ideas, relationships, systems, or programs.• Interacting with Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
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