

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Chief Aboriginal Health Advisor
Position Number:	530217
Classification:	General Stream Band 9
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Policy, Performance, Purchasing and Reform (PPPR)
Position Type:	Permanent, Full Time
Location:	South, North, North West
Reports to:	Deputy Secretary PPPR
Effective Date:	August 2024
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Aboriginality. The Head of the State Service has determined that this position is an Aboriginal identified position and that it will be filled in accordance with the guidelines for Aboriginal recruitment.
Desirable Requirements:	An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of contemporary Aboriginal culture and society, especially in Tasmania.
Position Features:	Some inter and intra state travel may be required

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Chief Aboriginal Health Advisor provides dedicated leadership, high level advice and strategic directions on actions to improve mainstream health service delivery for Aboriginal people in Tasmania.

This is a senior role representing the Department externally and will have a key role in building strong relationships with the Aboriginal Community Controlled health sector, senior sector and intergovernmental stakeholders.

This senior role will provide leadership to support the implementation of the Priority Reforms and health commitments in the National Agreement on Closing the Gap for the Department.

The position signifies the Department's commitment to improving Aboriginal health outcomes and is a key action from the Improving Aboriginal Cultural Respect Across Tasmania's Health System Action Plan 2020 – 2026.

Duties:

1. Providing senior leadership and advice on Aboriginal health policy and current and emerging Aboriginal health issues to the Minister for Health, Secretary and senior departmental staff
2. Development of policy, direction and initiatives, including implementation strategies to improve mainstream health service delivery.
3. Advocating across the Tasmanian health system to develop transformation strategies for health services and care delivery to better meet the needs of Aboriginal people
4. Strengthening and sustaining engagement and partnerships with Aboriginal Community Controlled Organisations (ACCOs) to building formal partnerships, which include shared decision-making and data sovereignty.
5. Leading the implementation of the Action Plan and actions committed to by the Department of Health under the Closing the Gap National Agreement 2020
6. Representing Tasmania on national Aboriginal and Torres Strait Islander health governance mechanisms including the National Aboriginal and Torres Strait Islander Health Collaboration and the Australian Commission on Safety and Quality in Health Care Aboriginal and Torres Strait Islander Health Advisory Group
7. Supporting development of Tasmania's Aboriginal health workforce to increase the number of Aboriginal people employed across mainstream health services.
8. Collaborating across Tasmanian Government agencies for joined up policy decisions that address the determinants of Aboriginal health.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Chief Aboriginal Health Advisor works under the broad direction of the Deputy Secretary Policy, Performance, Purchasing and Reform (PPPR).

The occupant will be required to:

- Exercise a high degree of autonomy in leading the development of initiatives and programs, ensuring consistency with government policy and the principles of public administration.
- Lead and support the implementation of the Priority Reforms and health commitments in the National Agreement on Closing the Gap for the Department, ensuring the effective and efficient use of resources.
- Represent the Department externally and have a key role in building strong relationships with the Aboriginal Community Controlled health sector, senior sector and intergovernmental stakeholder.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated knowledge of Aboriginal people and an understanding of the historical and contemporary issues that have impacted on the health of Tasmanian Aboriginal people, including the Tasmanian Health System and health policy.

2. High level expertise and leadership skills with demonstrated ability to create and maintain strong relationships with Aboriginal people, Aboriginal organisations and the health service sector.
3. Proven capacity for strategic thinking and the ability to initiate, facilitate and lead change in complex, dynamic and ambiguous environments and deliver on intended outcomes in specified timeframes.
4. Demonstrated high level communication, interpersonal, negotiation and conflict resolution skills, including sound judgement, and the capacity to identify and negotiate mutually acceptable solutions to complex issues in situations of differing interests.
5. Proven high level strategic, conceptual, analytical and creative skills and an understanding of the political, social and organisational environment to inform judgments and recommendations for long term strategic policy advice and direction.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).