

Position	Executive Director, Aboriginal Health
Classification	SAES1
Division	Executive Services
Department / Section / Unit / Ward	Office of the CEO
Role reports to	Operationally: > Chief Executive Officer, SALHN Professionally: > Chief Executive Officer, SALHN
CHRIS 21 Position Number TBC	Role Created / Review Date 01/02/2022
Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)	Immunisation Risk Category Category C (minimal patient contact)

JOB SPECIFICATION

Primary Objective(s) of role:

The Executive Director, Aboriginal Health reports to the Chief Executive Officer Southern Adelaide Local Health Network (SALHN) for the provision of strategic and professional leadership and significantly contributes to the achievement of SALHN's strategic priorities as outlined in the Strategic Directions map 2019-24, South Australia's Health Care Plan and SALHN's Service Level Agreement.

The Executive Director Aboriginal Health is accountable to the Chief Executive Officer for Aboriginal Health Service delivery performance in accordance with SALHN's Service level Agreement, Integrated Governance and Performance Frameworks and Management Domains and associated performance agreements.

The Executive Director, Aboriginal Health will also be responsible for organisational and service development in relation to Aboriginal and Torres Strait Islander health services and Aboriginal and Torres Strait health professional staff development and engagement across the network. The position will be required to lead the development of implementation plans to ensure the strategic priorities of SALHN and SA Health in relation to Aboriginal and Torres Strait Islander Health are embedded in relevant and culturally acceptable service delivery models across the network and drive service out to the community. Responsibility for ensuring appropriate models of community consultation are developed and internal and external relationships are enhanced to further improve health outcomes for the community are key to the successful undertaking of the position.

The Executive Director Aboriginal Health will take the lead in developing Aboriginal Health and Torres Strait Islander improvement plans in collaboration with Divisions and ensure they are integrated into SALHN's service and improvement planning processes.

The Executive Director Aboriginal Health will oversee relationships with the Department for Health and Wellbeing and other key government and non-government agencies, including professional and industrial bodies, research and education sector as relevant to their span of control.

Direct Reports: (List positions reporting directly to this position)

- > Manager, Aboriginal Health Service
 - > Advanced Research and Strategic Partnerships Lead
 - > Quality & Safety Lead, Aboriginal Health (temporary role)
 - > Aboriginal Engagement Consultant

Key Relationships / Interactions:**Internal:**

- > The Executive Director Aboriginal Health is accountable to the Chief Executive Officer with responsibility for staff within Aboriginal Health Services, Aboriginal Strategic Projects and Aboriginal Engagement
- > The Executive Director Aboriginal Health is a key member of SALHN Executive and related committees
- > The Executive Director Aboriginal Health will have close working relationships with senior officers of SALHN

External:

- > The Executive Director, Aboriginal Health Service will maintain collaborative working relationships with other LHNs and health services, the Department for Health & Wellbeing, other government agencies, universities, education providers, research institutes, consumer and community groups, professional bodies, industrial agencies, and other key relevant stakeholders

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing leadership in the delivery of significant plans in alignment with the Southern Area Health Directions, that are sustainable
- > Embedding culturally appropriate care into SALHN's models of care and service delivery methods
- > Leading the development of cultural learning and training programs that promote culturally safe practice across all SALHN Divisions e
- > On-going development of SALHN's Aboriginal and Torres Strait Islander workforce
- > Embedding a culture of continuous improvement and accountability within a performance framework.
- > Change management associated with governance reforms including achieving financial sustainability.
- > Providing safe, high quality and critical health care services to patients and their families within finite resources.
- > Maximising Aboriginal and Torres Strait Islander patient outcomes through innovative patient care.
- > Develop partnerships with our Aboriginal and Torres Strait Islander Community that support delivery of health services that meet community need.
- > Building digital health capability and capacity to apply into practice to improve health care outcomes.
- >

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

Financial	Level 2
Human Resources	Level 3
Procurement	Level 4

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

As an individual it is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position.

As a Manager you, or your delegate, are required to action the Performance Review & Development Program inclusive of six (6) monthly reviews, for all employees for whom you are responsible.

General Requirements

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *Work Health and Safety Act 2012* (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014* (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > *Mental Health Act 2009* (SA) and Regulations.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions

- > This position is only available to Aboriginal or Torres Strait Islanders
- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.

- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for *Health Care Act 2008* employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Out of hours work may be required.

Key Result Areas	Major Responsibilities
Lead the team	<ul style="list-style-type: none"> > Ensure the delivery of high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. > Ensure that service provision and the activities of the Service are person and family centred and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Ensure the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed Division / Unit / Ward / Service and strategic plans. > Lead, develop and foster a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focussed service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Budget preparation, monitoring and reporting and adherence to resources allocations.
Strategy and Planning	<ul style="list-style-type: none"> > Provide strategic and tactical advice and guidance to the Chief Executive Officer, SALHN Executives and key stakeholders in relation to Aboriginal Health Service planning, cultural learning and models of care. > Ensures that service provision and the activities of Aboriginal Health Services are culturally appropriate, person and family centred and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Ensures the effective management of human, financial and physical assets through appropriate planning and allocation of resources to achieve agreed service and strategic plans. > Leads, develops and fosters a positive work culture which is based on SA Public Sector and SALHN values and promotes patient / client focussed service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. > Ensures budget preparation, monitoring, reporting and adherence to resources allocations within a financial sustainability framework. > Holds accountability for the provision of strategic clinical, professional and operational leadership and advice related to Aboriginal health Services and SALHN. > Providing for the achievement of high quality, contemporary Aboriginal and Torres Strait Islander health practice across SALHN by ensuring professional leadership and vision to all staff. > Contributing to and participating in SALHN Executive Committees. > Ensuring effective stakeholder relationships within and external to SALHN by initiating, developing and maintaining appropriate working relationships with staff and key stakeholders. > Assist with leading the implementation of major organisational change in partnership with other Executive, senior leaders and key stakeholders. > Contributing to and influencing at a state-wide and national level through various forums and mechanisms in relation to Aboriginal Health agendas.

	<ul style="list-style-type: none"> > Provides strong leadership for the Service, fostering an environment that inspires staff to achieve excellence and continually improve services. > Leads the integration of clinical and operational services across SALHN consistent with new models of service provision and identifying innovative and alternative approaches to the provision of services. > Significantly contributing to SALHN Strategic Directions Map 2019-2024 > Contribute to the setting of standards and targets in relation to SALHN's management and the achievement of the National Safety and Health Care Standards as they pertain to the Division or span of responsibility. > Contributes to and participates in executive committee/s within SALHN, and chairs the Aboriginal Health Steering Committee and Aboriginal Health Consumer Council. > Establishes robust governance systems within the Service based on SALHN's Integrated Governance Framework. > Assists in the implementation of major organisational changes and implementation of relevant national and state strategic directions in partnership with other SALHN senior managers.
Quality and Delivery	<ul style="list-style-type: none"> > Leading the development and implementation of process and practice redesign aligned to a continuous improvement approach and the application of the 8-step problem solving methodology > Developing new models of service provision and identifying innovative and alternative approaches to the provision of services > In collaboration with the other Professional Leads, leading and ensuring compliance with the National Safety and Quality Health Service Standards, relevant legislation, policies and guidelines as they relate to Aboriginal people and health services. > Monitoring, reviewing and evaluating performance against standards of care, Aboriginal Health performance indicators, patient and consumer experience measures. > In collaboration with the Chief Workforce Officer, lead the change management processes relating to the development and implementation of new work roles and work practice change within Aboriginal Health Services linked to clinical services planning and contemporary models of care.
Governance and Risk	<ul style="list-style-type: none"> > Holds accountability for ensuring governance systems and processes that support and assures Aboriginal Health Services practice is delivered according to contemporary, culturally appropriate, best practice models of care. > Leading the creation of a culture of performance accountability, review and evaluation, feedback, teamwork, risk management, collaboration and continuous improvement. > Ensure mechanisms are in place for the appropriate credentialing of all Aboriginal Health staff across SALHN and compliance with all statutory requirements, policies and procedures. > Promoting and working within the designated risk management framework ensuring implementation, monitoring and review as required. > Promoting a culture of hazard identification.

Safety and People	<ul style="list-style-type: none"> > In collaboration with the Chief Workforce Officer, holds accountability for the development and implementation of workforce planning, recruitment and retention strategies and reform within the Aboriginal Health Services staff and Aboriginal employment more broadly driving SALHN's reputation as an employer of choice. > Fostering a culture of leadership, accountability, innovation, continuous improvement and respectful behaviour. > Fostering an appropriate culturally safe work environment for Aboriginal and Torres Strait Islander People > Ensuring that a safe and healthy work environment free from discrimination is provided for employees incorporating, compliance with SALHN human resource and Work Health Safety legislation and policies, principles of Equal Opportunity and Ethical Conduct are a normal part of doing business. > Ensuring SALHN's Aboriginal culture, education and training framework reflects contemporary practice and provides a skilled and professional workforce able to deliver SALHN's clinical services plan. > Ensuring Aboriginal Health Services staff can access an appropriate range of professional development programs and activities > Enhancing and maintaining SALHN's reputation as a teaching hospital through effective working relationships with universities and education providers. > Working with research partners to strengthen and grow Aboriginal Health research at SALHN with a focus on clinical research and translation of research into practice linked to strategic priorities.
Cost	<ul style="list-style-type: none"> > Development of Network strategies, systems and processes to support efficient delivery of services in Aboriginal Health Services > Accountable for management of Aboriginal Health Service operating budget including monitoring and controlling expenditure in accordance with SALHN's budget, legal requirements and financial delegations > Track, report and influence Aboriginal Health Services workforce indicators, diagnostic review and analysis and remedial action as required where performance targets are not being met > Develop and implement financial sustainability programs that ensure the efficient and effective use of financial resources

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > A degree or tertiary qualification in Business, Health Services Management, Planning or equivalent qualification

Personal Abilities/Aptitudes/Skills

- > Extensive understanding of contemporary primary health care issues as they relate to Aboriginal and Torres Strait Islander people
- > Demonstrated understanding and proven commitment to social justice principles as they affect Aboriginal and Torres Strait Islander people
- > Demonstrated ability to earn the trust and respect of the Aboriginal and Torres Strait Islander communities
- > Proven ability to lead a team within a health context
- > Capacity to lead the development and implementation of a Performance Management Framework which supports the delivery of high quality public health services.
- > Proven ability to analyse, plan, organise and manage significant/complex projects
- > Demonstrated commitment and success in the planning, implementation, review and management of change and projects of varying complexity and scope within a complex health service organisation.
- > Proven ability to develop and maintain strong relationships with a range of stakeholders and work collaboratively to resolve complex issues in an innovative and creative way.
- > Highly developed and proven negotiation, consultative and interpersonal skills with a strong capacity to communicate complex issues such as relevant funding models, performance management and planning issues in a changing environment.
- > Proven ability to exercise leadership in pressure situations.
- > Possess high level interpersonal, written and verbal communication skills appropriate to a range of audiences, including the ability to clearly articulate complex concepts, critical issues, and change in strategies/practices/policies and to negotiate successful outcomes.
- > Proven ability to make high level decisions, exercise independent judgement and initiative, under broad direction and identify and achieve performance outcomes in a context of competing expectations.
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Proven management experience in strategic planning and policy development, implementation and evaluation in an Aboriginal and Torres Strait Islander health or human services related area
- > Demonstrated experience working with Aboriginal and Torres Strait Islander individuals, families and communities
- > Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities, including family and kinship ties and the implications for service provision
- > Demonstrated experience in Aboriginal and Torres Strait Islander culture and identity
- > Demonstrated experience leading the provision of strategic program planning using a structured approach.
- > Experience in influencing consultative planning processes in a complex environment with multiple stakeholders, within a health environment.
- > Demonstrated experience in undertaking the following activities to a high standard:
 - > Preparation of reports, policies and plans dealing with complex issues;
 - > Program evaluation and continuous improvement activities.
- > Demonstrated experience leading the delivery of complex programs which enables and requires business change affecting various stakeholders and business partners.
- > Significant experience in the preparation of complex reports, briefs and correspondence.
- > Experience in implementing complex change across a health service.

- > Demonstrated experience in establishing, maintaining and reviewing systems, practices, protocols, policies and procedures in health care.
- > Experience in the development and critical analysis of program/service development
- > Proven experience in delivering high quality and safe care consistent with the National Safety and Quality Health Care Service Standards. (Mandatory for all clinical positions.)

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > Knowledge of research methodologies, project planning and evaluation processes.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Ability to lead a team and influence at a system level

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Experience in working in a multi-disciplinary project team.
- > Senior management experience in policy, strategic planning and program development, implementation and review
- > Experience in conducting research

Knowledge

- > Awareness of the Charter of Health and Community Services rights.

Educational/Vocational Qualifications

- > Nil.

Organisational Overview

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

SA Health Challenges

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce strategies, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australians have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Our Legal Entities

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

Statewide	> Women's and Children's Health Network
Metropolitan	> Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network
Regional	> Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network

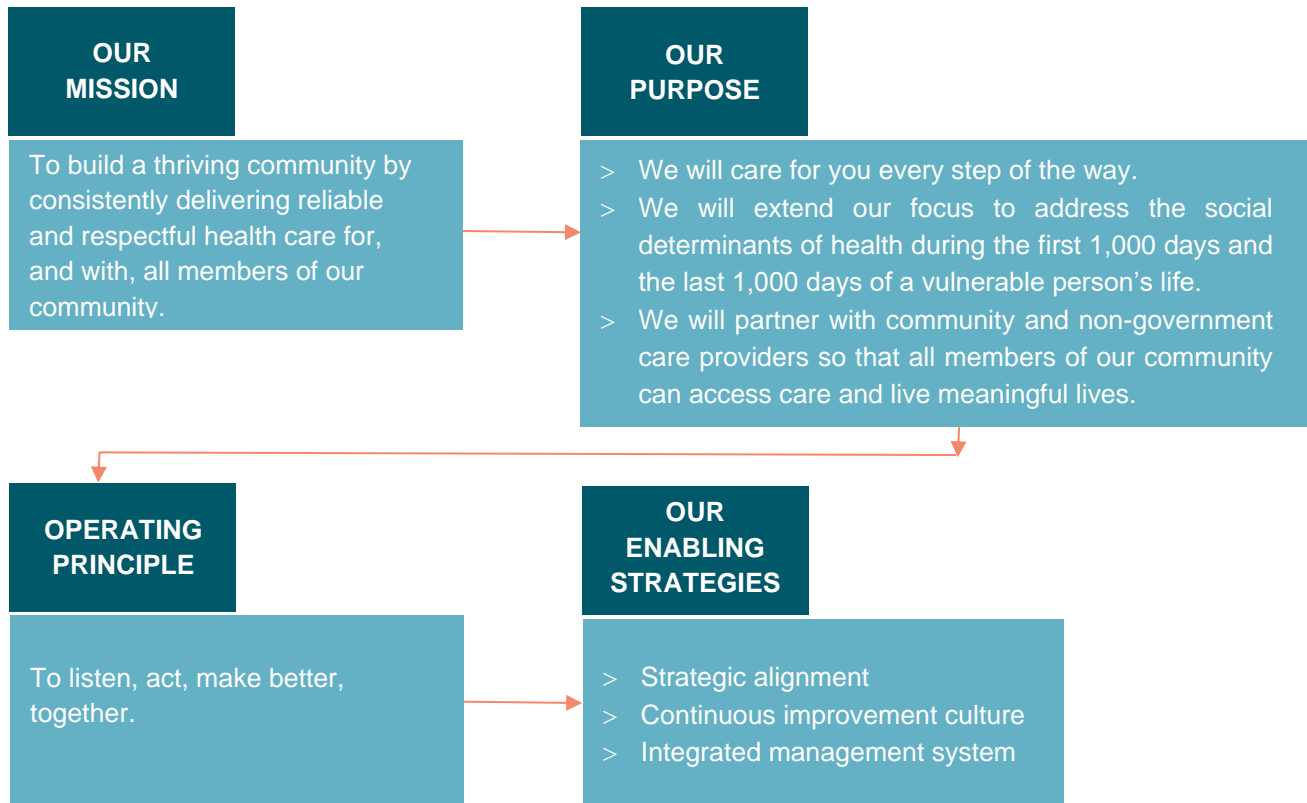
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Executive Director, Aboriginal Health in the Executive Services Division and organisational context and the values of SA Health as described within this document.

Name

Signature

Date