

Position Description

We strongly encourage Aboriginal and Torres Strait Islander people to apply.

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| Position: | Principal Policy Officer |
| Award: | NAATSIHWP Enterprise Agreement |
| Classification: | Level 7 - Team leader |
| Salary: | Starting at \$120,000 plus superannuation 1% above the statutory rate. To be negotiated depending on skills and experience. Salary packaging is also available. |
| Location: | Although this is a Canberra based position, out-posting and flexible working options will be considered for the right candidate. |
| Appointment: | Contract to 30 June 2026, extension is subject to funding |
| Position Hours: | 38 hrs per week permanent full-time |
| Closing Date: | Friday 29 September 2023 |
| Updated: | 28 August 2023 |

This position has strong involvement in matters relating to Aboriginal and Torres Strait Islander peoples. The successful candidate will be required to liaise with Aboriginal and Torres Strait Islander peoples, communities and service providers.

About NAATSIHWP

The National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners (NAATSIHWP) is the peak workforce organisation with responsibility for ensuring the Aboriginal and/or Torres Strait Islander Health Worker and Health Practitioner workforce is embedded as a vital, valued and professional component of Australia's health care system.

NAATSIHWP plays a key role in the delivery of Aboriginal and Torres Strait Islander health, education and employment outcomes; supports a large and growing national network of Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners; and works in partnership with other Aboriginal and Torres Strait Islander Community Controlled Organisations, governments and a broad range of stakeholders to:

- ⦿ Address the under representation of Aboriginal and Torres Strait Islander people employed within Australia’s health care system.
- ⦿ Expand and strengthen the professional capability of the Aboriginal and/or Torres Strait Islander Health Worker and Health Practitioner professions across all health service types (Aboriginal Community Control, Government and Private Practice).
- ⦿ Promote the delivery of culturally safe and effective evidence-based models of care.
- ⦿ Affect the self-determined development of Aboriginal and Torres Strait Islander peoples and the transformation of policy and practice at the national level.

About the Position

Position Summary

The Principal Policy Officer leads and mentors staff, supports the work of the Policy, Projects and Research Team, and contributes to the delivery of NAATSIHWP’s key policy and research priorities. The role involves:

- ⦿ Undertaking research and analysis; and reviewing health, health workforce, and social policies to inform decision-making.
- ⦿ Contributing to the development, design and delivery of policies, programs and research.
- ⦿ Leading and coordinating projects, preparing discussion papers, briefs, submissions, communications content, reports and other written materials.
- ⦿ Collaborating on the development and delivery of policy positions, priorities and strategic directions.
- ⦿ Working in partnership with other key stakeholders; and participating on working groups, committee meetings, and stakeholder consultations.
- ⦿ Monitoring and reporting on the progress of activities.
- ⦿ Coaching and mentoring staff.

The successful candidate will hold a demonstrated track record, be required to lead the delivery of projects under direction and collaboration, operate in a fast paced, challenging and rewarding environment, communicate persuasively, coordinate and engage stakeholders and hold a strong drive and commitment towards achieving health equity and justice for Aboriginal and Torres Strait Islander people.

Primary Responsibilities

Broadly, the successful candidate will be required to:

- ⦿ Examine, interpret and prepare responses to health, health workforce and social policy related enquiries and prepare policy responses and positions.

- ⌚ Promote the Aboriginal and/or Torres Strait Islander Health Worker and Health Practitioner workforce.
- ⌚ Guide the development of NAATSIHWP position statements and other key documents as required.
- ⌚ Manage the development, implementation and evaluation of key projects that contribute to the delivery of NAATSIHWPs policy and research priorities.
- ⌚ Identify and pursue opportunities for cooperation and collaboration to achieve NAATSIHWP's strategic priorities.
- ⌚ Represent NAATSIHWP on external working groups, committees, forums, or, at events as delegated, carry out related work and report on outcomes.
- ⌚ Support the development of the NAATSIHWP Annual Report and achieve the priorities as identified in our Annual Activity Plan and three-year Strategic Plan.
- ⌚ Identify and pursue funding opportunities to support NAATSIHWP's autonomy and sustainability into the future.
- ⌚ Monitoring and reporting on the progress of activities.
- ⌚ Lead projects/pieces of work and coach and mentor staff.
- ⌚ Foster culturally safe and healthy workplace environments.
- ⌚ Undertake any other relevant duties as directed.

Line management

The Principal Policy Officer reports directly to the Manager of Policy, Projects and Research and indirectly through to the Chief Executive Officer.

Special conditions

- ⌚ May occasionally be required to travel interstate.

Our ideal candidate

Skills knowledge and experience

The ideal candidate will have:

- ⌚ The ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting cultural values and ways of doing business.
- ⌚ The ability to communicate effectively, both orally and in writing, to a wide range of audiences on a range of sensitive and complex issues. This includes the ability to:

- › develop accurate content for publications, reports, reviews, submissions, our website, annual reports, speeches, and other materials and
- › effectively represent and promote NAATSIHWP and the Aboriginal and/or Torres Strait Islander Health Worker and Health Practitioner Workforce.
- ⌚ The ability to interpret and analyse information and to think and work independently and as part of a team to influence change for our organisation, workforce and Aboriginal and Torres Strait Islander people more broadly.
- ⌚ The ability to exercise initiative and sound judgement, including the ability to recognise, mitigate and resolve minor problems and escalate issues when and if necessary.
- ⌚ The ability to meet timelines and deliver on set priorities and objectives.
- ⌚ The ability to lead projects/pieces of work and coach and mentor staff and lead the delivery of projects.
- ⌚ Experience in the policy environment of Aboriginal and Torres Strait Islander Affairs.
- ⌚ Experience in a fast-paced environment this includes the preparation of discussion papers, briefs, submissions, communications content, reports and other written materials to a high standard and to deadline.
- ⌚ Experience in working with non-government organisations, particularly Not for Profit, includes an understanding of compliance and reporting regarding project and grant funding.
- ⌚ A knowledge and understanding of the issues impacting on Aboriginal and Torres Strait health and wellbeing from both a historical and current political perspective.
- ⌚ A knowledge and understanding of the benefits of community control, self-determination and rights-based best practice principles and approaches.
- ⌚ A knowledge of the role and qualifications of the Aboriginal and or Torres Strait Islander Health Worker and Health Practitioner professions (desirable but not essential).

In addition, the ideal candidate will be required to demonstrate:

- ⌚ The ability to uphold our organisations values and contribute to a culturally safe, healthy, diverse and respectful workplace environment.
- ⌚ The ability to establish and maintain productive working relationships both internal and external to our organisation.
- ⌚ The ability to lead and coach others on the completion of large-scale pieces of work.
- ⌚ A sound work ethic.

Qualifications

- ⦿ A post-secondary qualification in Public Health, Public Policy, Aboriginal and Torres Strait Islander Knowledges or a related field **is desirable but not mandatory**.

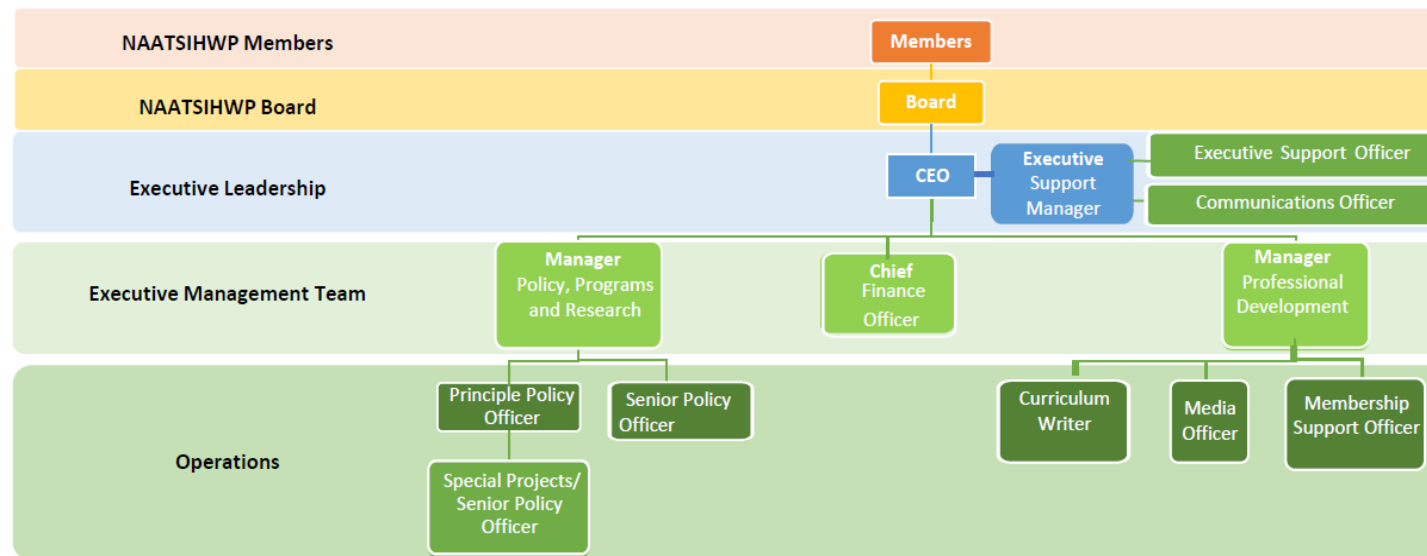
Selection criteria and process

In applying for this job could you please provide:

1. A **maximum 2-page statement** outlining why your skills, knowledge and experience make you the ideal candidate for our role.
2. **An up-to-date Resume** that includes the names and contact details of two referees from recent positions you have held – please be aware we may request a written reference and
3. **Links to any publicly available documents that you may have written** should also be provided

Please forward your completed application to recruitment@naatsihwp.org.au by **COB Friday 29 September 2023**. If you require further information or clarification, please contact Jodie on 0447 839 055.

NAATSIHWP Organisational Structure



Name: David Follent

Position: NAATSIHWP Chairperson

Signed:



Date Endorsed: 22 April 2022