

## Job and Person Specification

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| <b>Position:</b>       | Project Manager – Consultancy   |
| <b>Award:</b>          | NAATSIHWP Enterprise Agreement 2022-2025  |
| <b>Level:</b>          | Level 8 - Executive<br>(\$114,682.72 - \$123,603.68 per annum depending on skills and experience, plus superannuation 1% above the statutory rate)<br>Salary packaging is also available. |
| <b>Location:</b>       | Canberra based  |
| <b>Appointment:</b>    | Contract to 30 June 2026  |
| <b>Position Hours:</b> | Full time – 38 hours a week   |
| <b>Updated:</b>        | August 2024   |

***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 Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners, the only culturally based health workforce underpinned by national training and registration in the world, are embedded as a vital, valued and professional part of Australia's health care system.

We play a key role in the delivery of Aboriginal and Torres Strait Islander health, education and employment outcomes; support a large and growing national network of Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners; and work 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 and

- ⦿ 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 successful applicant will hold responsibility for delivering a major nationally and internationally significant project that:

- ⦿ is designed to address the key issues that have been impacting on the recruitment, retention and professional utilisation of Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners for well over a decade
- ⦿ will contribute to implementation of the National Aboriginal and Torres Strait Islander Health Workforce Strategic Framework and Implementation Plan 2021–2031 and
- ⦿ seeks to drive reform by uniting all key stakeholders (including Australian and International, Commonwealth, State and Territory Government agencies and industry partners) behind a nationally and internationally consistent approach to the roles and responsibilities of Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners.

Project deliverables involves:

- ⦿ initially the completion of a Discussion paper followed by a gap analysis's to demonstrate difference and the impacts of the professions of Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners on health systems and
- ⦿ leading a national and international consultation processes that will result in recommendations to Government Agencies on what nationally and/or internationally standardised careers structures, scopes of practice and legislative reforms to harmonise drugs and poisons and how the professions should look like and involve.

The successful candidate will require a demonstrated track record in leading and coordinating high level strategic projects, working in a fast paced and challenging environment, communicating persuasively, and coordinating and engaging stakeholders.

### *Primary responsibilities*

As part of the role the successful applicant will be required to lead the delivery of all aspects of the project, noting key project deliverables include:

- ⦿ establishing and managing a high-level steering committee including the provision of secretariat support
- ⦿ developing a stakeholder engagement plan
- ⦿ managing procurement and contracts in line with NAATSIHWP policies and procedures
- ⦿ researching and analysing international jurisdictions, national, state and territories workforce policies and legislation
- ⦿ developing key messages and communication products
- ⦿ supporting engagement and consultation
- ⦿ analysing feedback from the face to face and online consultation processes

- ⌚ supporting the development of a comprehensive and persuasive final report
- ⌚ monitoring and reporting on project progress.

To deliver the project effectively the successful applicant will have to represent NAATSIHWP and advocate for the Aboriginal and/or Torres Strait Islander Health Worker and Health Practitioner workforce. It involves:

- ⌚ understanding the role and qualifications of Aboriginal and/or Torres Strait Islander Health Workers and Health Practitioners, NAATSIHWP's strategic directions and policy positions
- ⌚ establishing and maintaining networks, partnerships and alliances
- ⌚ collaborating with representatives from key government agencies, Indigenous and Aboriginal and Torres Strait Islander peak bodies and organisations, and other key stakeholders
- ⌚ research and policy analysis
- ⌚ undertaking procurement, managing contracts and liaising with consultants
- ⌚ provision of secretariat support:
  - to a high-level Steering Committee and
  - during consultation and engagement
- ⌚ the development of briefing papers, presentations, talking points and reports
- ⌚ the delivery of oral presentations
- ⌚ liaising with funders, project/funding partners and external providers and
- ⌚ responding to stakeholder enquires
- ⌚ working with the Chief Finance Officer to manage and report on project budget consistent with expectations of funding providers
- ⌚ ongoing monitoring and reporting on progress.

The successful candidate will actively participate as a member of the Executive Management Team and hold responsibility for ensuring the project is delivered on time, to budget and to a high standard. They will be required to report regularly on progress to funders, the Steering Committee and NAATSIHWP Board.

### ***Line management***

The Project Manager – NAATSIHWP Consultancy will report directly to the Chief Executive Officer.

### ***Special conditions***

- ⌚ This is a Canberra-based position with overseas and interstate travel required
- ⌚ Obtained or willing to obtain a Working with Vulnerable People and National Criminal History Check.
- ⌚ Manual handling and movement of equipment for events will be required.
- ⌚ Out of hours work will be required on occasions.
- ⌚ All NAATSIHWP employees participate in a formal Performance Review process.

# The skills, experience and attributes required

## Personal abilities/aptitudes/skills

- ⌚ Demonstrated commitment towards achieving health equity and justice for Indigenous and Aboriginal and Torres Strait Islander people
- ⌚ Demonstrated ability to work with Indigenous and Aboriginal and Torres Strait Islander communities and their leaders, respecting cultural values and ways of doing business
- ⌚ Demonstrated ability to communicate effectively, both orally and in writing, to a wide range of audiences on a range of sensitive and complex issues, especially regarding Indigenous and Aboriginal and Torres Strait Islander peoples. This includes the preparation of briefs, reports, submissions, policy papers and presentations.
- ⌚ Demonstrated ability to work independently as a member of a team, identify performance outcomes, plan activities and set priorities to achieve agreed objectives and meet timelines
- ⌚ Demonstrated ability to exercise initiative and judgement, and recognise, mitigate and resolve conflict
- ⌚ Demonstrated ability to research, analyse and interpret information
- ⌚ Demonstrated ability to lead and coach others in the delivery of project outcomes

## Experience

- ⌚ Experience in project management and the delivery of high-level strategic projects in Indigenous Affairs and particularly in Indigenous health
- ⌚ Experience in stakeholder engagement and consultation and specifically in working with and engaging with Indigenous and Aboriginal and Torres Strait Islander people
- ⌚ Experience in working with non-government organisations, particularly in Not for Profit, includes an understanding of compliance and reporting regarding project and grant funding
- ⌚ Experience in interpreting and analysing regulations and legislation
- ⌚ Experience in establishing and maintaining high level steering committees and providing secretariat support

## Knowledge

- ⌚ Knowledge and understanding of the issues impacting on Indigenous and Aboriginal and Torres Strait health and wellbeing from both a historical and current political perspective
- ⌚ Knowledge and understanding of the benefits of community control, self-determination and rights-based best practice principles and approaches

- ⌚ Knowledge of best practice principles in Indigenous engagement
- ⌚ Knowledge of the role and qualifications of the Aboriginal and or Torres Strait Islander Health Worker and Health Practitioner professions (desirable but not essential)

### People and relationships

As part of the NAATSIHWP team you will be required to:

- ⌚ demonstrate our organisations values and contribute to a culturally safe, healthy, diverse and respectful workplace environment
- ⌚ demonstrated ability to establish and maintain productive working relationships both internal and external to our organisation
- ⌚ demonstrate ethical people management based on principles of respect, fair treatment, natural justice and administrative fairness consistent with relevant Awards, Industrial Instruments and our HR policies and procedures.

### Qualifications

- ⌚ A qualification in Public Health, Public Policy or a related field is desirable but not essential

## Selection criteria and process

In applying for this job could you please provide:

- 1. A maximum 2-page** letter outlining:
  - your project management experience
  - how your skills, experience and personal attributes are relevant to the role and
  - your ability to deliver the project on time, to budget and to a high standard.
- 2. An up-to date Resume** that includes the names and contact details for two referees from recent positions you have held – please be aware that we may request a written reference.
- 3. Links to any publicly available reports or documents** that you may have written should also be provided.

Please forward your completed application to [recruitment@naatsihwp.org.au](mailto:recruitment@naatsihwp.org.au) by **COB Monday 9 September 2024** noting **this position will remain open until filled by appropriate person.** If you require further information or clarification, please contact Karl on (02) 6221 9222.

## NAATSIHWP Organisational Structure

