Central West Health acknowledges and pays respect to the First Peoples, traditional owners and custodians of the land and waterways across the central west. We acknowledge and celebrate the continuation of a living culture that has a unique role in this region. We also acknowledge in this meeting our elders past and present as well as our emerging leaders of tomorrow and thank them for their wisdom guidance as we walk in their footsteps.
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EXECUTIVE SUMMARY

Central West Hospital and Health Service (CWHHS) is dedicated to delivering the best possible health outcomes to the community it serves. As the Executive Director Aboriginal and Torres Strait Islander Health you will shape, influence and lead health initiatives aimed at servicing and improving the lives of Aboriginal and Torres Strait Islander people in the region.

This role is not without its challenges and will require an Aboriginal and Torres Strait Islander leader who can successfully engage and work with the nine (9) distinct Aboriginal and Torres Strait Islander communities who are sparsely located across the region. You will articulate and drive strategies aimed at improving health and wellbeing.

You will demonstrate an ability to influence, engage, advocate and co-design strategies and models of care that will lead to positive health outcomes. You will work closely with the Executive Team to develop the CWHHS Reconciliation Action plan and lead the strategic initiatives identified in the CWHHS Close the Gap Action Plan 2019-2022. You will also be an integral member of Project West, an initiative that focuses on chronic disease prevention and management.

To succeed in this role, you will demonstrate an innate ability to lead with integrity, you will advocate, grow and inspire the CWHHS Aboriginal and Torres Strait Islander workforce and work with the wider CWHHS team to engage with key stakeholder groups.

Whilst the challenges are high so too are the rewards, in this role, your actions and outcomes will have a direct impact on the health and wellbeing of Aboriginal and Torres Strait Islander people. You will have the opportunity to truly make a difference, building on the strength and resilience of First Nations people to help close the gap and improve health outcomes.

The ideal applicant will be someone who can demonstrate the following:

- **Strategic and Operational Capability**
  - Expert knowledge and understanding of Aboriginal and Torres Strait Islander health, social, policy and workforce issues at national, state and local levels and a practical and critical appreciation of their implications for the development, planning and delivery of culturally capable health services.
  - Demonstrated achievements in effectively contributing to closing the gap in life expectancy and health outcomes for Aboriginal and Torres Strait Islander peoples.
  - Proven ability to consult effectively and credibly with Aboriginal and Torres Strait Islander peoples.

- **Achieve Results**
  - Demonstrated high level capacity to analyse, understand and implement local future service delivery needs for incorporation into strategic and operational plans.

- **Health system and change management**
  - Extensive knowledge of the operations of a large and complex health service delivery organisation with experience in strategic business development and leadership capability at an executive level.
CANDIDATE INFORMATION PACK
Executive Director Aboriginal and Torres Strait Islander Health

- Demonstrated experience at the executive senior management level in the conduct and management of organisational change at strategic and operational levels to ensure that policies and practices address the needs and perspectives of Aboriginal and Torres Strait Islander peoples.

- **Communication and Influence**
  - Highly developed communication skills and ability to liaise and work cooperatively across the organisation, with consumers, patients and their families and the community in order to achieve consensus and resolution of conflicts without compromising relationships and services delivery performance.

- **Leads and Manages**
  - Demonstrated executive level leadership in exercising sound judgement and effective responses to the demands of a high-pressure environment.
  - A proven ability to strategically and effectively manage a service budget, including financial, physical and human resources in a complex and diverse health care setting.
  - Make ethical decisions in order to achieve organisational and patient and consumer care goals.

*Image: Aboriginal and Torres Strait Islander Health Services, Central West Hospital and Health Service*
CENTRAL WEST HOSPITAL AND HEALTH SERVICE

VISION

Leaders in providing far-reaching healthcare.

Central West Hospital and Health Service’s vision is to be a resourceful and dedicated leader in quality, far-reaching healthcare.

This vision statement informs staff, consumers and partners of the opportunity our organisation has to provide safe and quality healthcare services to people across our vast geographical region.

Delivering health services to sparsely populated communities dotted across the Central West area requires innovation, dedication and resourcefulness on the part of all involved and our unique people and places certainly deserve our collective aim to be leaders in our field.

PURPOSE

Drawing on the resilience and resourcefulness of our experienced and committed people, Central West Health works collaboratively to overcome distance. Working with our partners within and outside the healthcare system we go the distance to make a difference in the lives of the people in our care.

The combination of knowledge and experience with an entrepreneurial spirit which is uniquely part of the Central West. Whether it’s championing proactive health programs for our many communities or enhancing our emergency responsiveness, we are dedicated to delivering the best possible outcomes.

Image - Central West Health Services Region
VALUES:

People-centred care:
We support patients and consumers through their journey, involve them in decisions about their care and learn from their experiences.

Quality and safety:
We put safety first in the care of our patients and consumers and build quality into what we do each day.

Integrity and accountability:
We have culture of mutual respect, fair dealing, ethical behaviour, and transparency while being accountable for our performance.

Investment in staff:
We support ongoing learning, planned development and career advancement to attract and retain an empowered, satisfied, and competent workforce.

Innovation and change:
We encourage ideas, evaluate opportunities, consult with those affected, weigh up the risks, implement with purpose and celebrate achievements and improvements.

About Central West HHS

The CWHHS is a resourceful and dedicated leader in quality, far-reaching healthcare. Our high standard of accessible healthcare spans a vast 396,650 km² region equivalent to 23 percent of Queensland. Reaching from Tambo in the south-east to Boulia in the north-west, our healthcare hubs based in Longreach, Barcaldine, Blackall, and Winton serve communities as widespread as they are diverse.

Whether it is championing proactive health programs for our many communities or enhancing our emergency responsiveness, we are dedicated to delivering the best possible outcomes.

The largest centre of Longreach is the coordination point for the provision of regional services including child and maternal health, mental health, and allied health. Barcaldine hosts a state-of-the-art dental facility from which the Central West Oral Health Services are delivered. Medical officers work across 15 public facilities and 4 general practices to deliver a contemporary primary healthcare service that supports our communities’ healthcare needs with a focus on accessibility and continuity of care.
To deliver our Vision to be a leader in providing far-reaching healthcare our strategic priorities focus on three key areas:

- **People** – Strengthen partnerships with staff, communities, residents, patients, and consumers to improve health outcomes.
- **Services** – Deliver high quality, consumer focussed health services.
- **Systems** – Achieve long term organisational sustainability.

The strategies recognise the strength and expertise of our staff in remote service delivery. They also build on our relationship with communities and other service providers.

The main health challenges are the increasing poor social and emotional wellbeing of communities, mental illness, and chronic disease. Feedback from our communities has emphasised that our service structure and partnerships need to be responsive, adaptable, inclusive, and compassionate. Incorporating this feedback is critical to the development of sustainable models of healthcare delivery that can support Aboriginal and Torres Strait Islander people and non-indigenous Australians across their life spans in; prevention, primary care, emergency, and acute hospital-based services.

*Image: Longreach Hospital*
EXECUTIVE DIRECTOR
ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH

POSITION PURPOSE

To contribute to better outcomes for Queensland Aboriginal and Torres Strait Islander health care by giving effect to the standards, policies, practices and priorities of Central West Hospital and Health Service, (CWHHS). You will strategically manage multidisciplinary programs to promote Aboriginal and Torres Strait Islander health and wellbeing and you will articulate and drive the implementation of strategies aimed at effectively managing the health and wellbeing of our Aboriginal and Torres Strait Islander peoples.

The incumbent is an influential advocate for positive Aboriginal and Torres Strait Islander healthcare outcomes across the health service and works in collaboration with the Health Service’s Executive Leadership Team (ELT) and the Aboriginal and Torres Strait Islander communities across the Central West.

The position reports directly to the Health Service Chief Executive, (HSCE), and provides strategic advice to that position, and on occasions to the CWHHS Board, on issues and initiatives impacting Aboriginal and Torres Strait Islander healthcare.

The Director leads the CWHHS Aboriginal and Torres Strait Islander team who work in a de-centralised model at various locations across the health service.

KEY DUTIES AND RESPONSIBILITIES

- Fulfil the responsibilities of this role in accordance with CWHHS’s core values, as outlined above.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe, services and workplaces.
- Reporting directly to the HSCE, this role will see you leading and empowering a strong and cohesive team of dedicated health professionals across a range of disciplines, whilst driving strategic direction, forward planning, setting priorities and guiding staff performance and development.
- Utilising your strong, influential communication skills, you will shape and maintain positive relationships with key stakeholders from internal and external agencies in a way that promotes trust, respect and integrity and to support the development of whole-of-government initiatives and strengthen the collaboration and capacity of the Aboriginal and Torres Strait Islander workforce.
- With a strong focus on Aboriginal and Torres Strait Islander stakeholders, you will lead the change processes to develop a positive culture in the practice of Aboriginal and Torres Strait Islander healthcare.
Leadership

- Lead the development of a CWHHS Close the Gap Action Plan 2019-2022, in line with the CWHHS Strategic Plan.
- Provide strategic leadership and professional management expertise to ensure effective corporate governance, operational management and budget performance of the Aboriginal and Torres Strait Islander portfolio. This will include ensuring optimal performance against agreed plans, performance measures and key performance indicators.
- Provide high quality support, advice, information and guidance to the CWHHS Hospital and Health Board, the CWHHS Aboriginal and Torres Strait Islander Advisory Council, the HSCE and Executives on key issues relating to closing the gap on health issues of Aboriginal and Torres Strait Islander peoples.

Safety and Quality

- Ensure the portfolio achieves the highest level of quality and safety of services.
- Ensure portfolio and CWHHS achieves accreditation requirements.
- Implement all recommendations to improve quality and safety from reviews within the agreed timeframes.

Business Management

- Build and maintain an effective and cohesive team that provides the leadership and management required to effectively manage and respond to the needs of Aboriginal and Torres Strait Islander health.
- Create a professional committee for Aboriginal and Torres Strait Islander staff within CWHHS to oversee health planning, workforce and research.

Financial Sustainability

- Ensure this portfolio meets the agreed financial targets.
- Ensure the portfolio actively delivers on revenue targets where appropriate.

Relationships and Engagement

- Ensure effective working relationships across the health service and support other portfolios in the delivery of the CWHHS strategy.
- Direct the establishment of new and review existing Aboriginal and Torres Strait Islander Health project / program service agreements in collaboration with ELT and the CWHHS Finance, Infrastructure and Support Services and the submission of scheduled program / project reporting.

View the required skills, experience and knowledge in the Role Description.
SELECTION CRITERIA

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under ‘Your role’, the ideal applicant will be someone who can demonstrate the following:

1. **Strategic and Operational Capability**
   - Expert knowledge and understanding of Aboriginal and Torres Strait Islander health, social, policy and workforce issues at national, state and local levels and a practical and critical appreciation of their implications for the development, planning and delivery of culturally capable health services.
   - Demonstrated achievements in effectively contributing to closing the gap in life expectancy and health outcomes for Aboriginal and Torres Strait Islander peoples.
   - Proven ability to consult effectively and credibly with Aboriginal and Torres Strait Islander peoples.

2. **Achieve Results**
   - Demonstrated high level capacity to analyse, understand and implement local future service delivery needs for incorporation into strategic and operational plans.

3. **Health system and change management**
   - Extensive knowledge of the operations of a large and complex health service delivery organisation with experience in strategic business development and leadership capability at an executive level.
   - Demonstrated experience at the executive senior management level in the conduct and management of organisational change at strategic and operational levels to ensure that policies and practices address the needs and perspectives of Aboriginal and Torres Strait Islander peoples.

4. **Communication and Influence**
   - Highly developed communication skills and ability to liaise and work cooperatively across the organisation, with patients and their families and the community in order to achieve consensus and resolution of conflicts without compromising relationships and services delivery performance.

5. **Leads and Manages**
   - Demonstrated executive level leadership in exercising sound judgement and effective responses to the demands of a high-pressure environment.
   - A proven ability to strategically and effectively manage a service budget, including financial, physical and human resources in a complex and diverse health care setting.
   - Make ethical decisions in order to achieve organisational and patient care goals.
QUALIFICATIONS

The incumbent must:

- Possession of a tertiary qualification is not mandatory however Queensland Health values the enhanced knowledge and skills which can result from tertiary education.
- This position requires the incumbent to operate a government vehicle and an appropriate license endorsement to operate this type of vehicle is required (Queensland ‘C’ class license). Proof of this endorsement must be provided before commencement of duty.

CHALLENGES

This is a newly created role for the CWHHS and as the inaugural incumbent you will be required to:

- enhance, advocate and support CWHHS’s Aboriginal Torres Strait Islander workforce
- build respectful and trusting relationships between the health service and key stakeholder groups
- addressing the inequities that exist for Aboriginal Torres Strait Islander people and co-designing models of care with the wider community that can bridge and close the gap on health outcomes

REPORTING & KEY RELATIONSHIPS

The Executive Director Aboriginal and Torres Strait Islander Health directly to the Health Service Chief Executive.

Key partners for this role are detailed in the attached Role description.

The Organisational Charts for the Central West HHS Executive Director Aboriginal and Torres Strait Islander Health also included in this document.
# KEY DATA

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<th>Category</th>
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<td>Annual Budget</td>
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<td>Service Location</td>
<td>Central West Hospital and Health Service, Longreach</td>
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</table>

**Useful Links**

- Role Description
- CWHHS Website
- Organisation Chart
- CWHHS Annual Report 18-19
- CWHHS Aboriginal & Torres Strait Islander Health
- Closing the Gap National Indigenous Australians Agency

*Image: NAIDOC Week in Longreach 2018*
EMPLOYMENT TERMS & CONDITIONS

LOCATION
Longreach

REMUNERATION
$166 834 up to $174 479 (total remuneration)

CLASSIFICATION
DSO1

PRE-EMPLOYMENT PROBITY CHECKS

Information on a person’s suitability for appointment is obtained for all appointments. Potential appointees will be asked whether there are any reasons why they should not be appointed such as: Information on a person’s criminal history and other associated probity checks will be sought from those candidates whose application has progressed to shortlisting for interview.

Applicants unsure about the definition of disclosable criminal convictions or status of any criminal conviction may wish to seek legal advice in responding to the probity check questions. (A ‘disclosable’ conviction is one that is recorded by the court and has not been rehabilitated or spent under the Criminal Law (Rehabilitation of Offenders) Act 1986 and, in the case of Commonwealth convictions, the Crimes Act 1914 (Commonwealth), and does not breach the confidentiality provisions of the Youth Justice Act 1992.)

- In accordance with current Award conditions, all employees working on a continuous shift basis will be required to work all shifts on a roster. These shifts may vary in length across a 24-hour period, Monday to Sunday inclusive. Following consultation with relevant unions, an employee may be required to participate in new or varied roster arrangements including 24-hour shift work, on-call and weekend rosters.
- An offer of employment cannot be made until the appropriate pre-employment checks are completed. Prospective employees must not commence work in the proposed role prior to satisfying this requirement. This includes providing valid proof of identity, finalised criminal history check, probity check and vaccine preventable disease information.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
• Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt.

• Hepatitis B vaccination is a condition of employment in Queensland Health facilities for all workers who have direct contact with patients or who, in the course of their work, may be exposed to blood or body fluids and/or contaminated sharps. Proof of vaccination must be provided to the Human Resource Department upon acceptance of appointment. Proof of vaccination can be provided via a letter from a general practitioner, infection control or occupational health department or a copy of a blood test result showing serological evidence of hepatitis B immunity (i.e. HBsAb≥10 IU/L).

• Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.

• All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child safety services, Department of Communities.

• Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf

• Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the Workers’ Compensation and Rehabilitation Act 2003 – Information and documents about pre-existing injuries and medical conditions of prospective worker: https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkersCompA03.pdf

Identified Position

This role is designated as Aboriginal and Torres Strait Islander Identified. Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be Aboriginal and Torres Strait Islander to the Aboriginal or Torres Strait Islander community. To allow the panel to confirm that you are eligible to be considered for this Aboriginal and Torres Strait Islander Identified role, the panel may either:

• accept your written assertion that you are of Aboriginal and/or Torres Strait Islander descent; or

• obtain from you, as part of your formal application, documentary evidence attesting to you Aboriginal and/or Torres Strait Islander descent. Full details and a Statutory Declaration is available here: https://www.forgov.qld.gov.au/system/files/documents/evidence-of-attribute.pdf?v=1493857410.
WORK HEALTH AND SAFETY

CWHHS is committed to providing a safe, health and secure workplace for all employees. This commitment includes a dedicated People Focussed Safety culture.

A People Focussed Safety culture commits to the health, safety and wellbeing of staff, volunteers and other persons, through the provision of a dynamic and comprehensive Health and Safety Management System (HSMS). The HSMS provides for proactive safety initiatives, early injury management practices with a strong focus on a safe and durable return to work.

The provision of a Health and Safety environment within CWHHS is everyone’s responsibility.

OTHER REQUIREMENTS:

If you are the successful applicant, you will be required to provide certified copies of one from each dot point:

- Current Drivers Licence or passport (and Marriage Certificate if applicable),
- Birth Certificate or Australian Citizenship Certificate and
- Medicare card or utility bill or credit or debit card.
HOW TO APPLY

The closing date for applications is Monday 10th, July 2020
The reference number to include in your application is H20_3323

For a confidential discussion, please contact Principal Consultant, Lynette Boerth:

M:  +61 (0)431 293 861
E:  lboerth@hardygroupintl.com

Please submit application documentation to Executive Search Coordinator, Jane Mather:

T:  +61 (0)2 9900 0113
E:  jmather@hardygroupintl.com

It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period and arrange to resend your application if necessary.

Your application must include:

1. Completed HG Application Form
2. Cover letter addressed to the search consultant;
3. A written response addressing the key selection criteria, found on page 10; and
4. An up to date copy of your Curriculum Vitae
REFEREES

You will need to provide details of three (3) professional referees. To do so, complete the relevant fields in the Candidate Profile. You should carefully consider who you select to approach to provide reference advice. Your current manager must be included. It is customary for referee reports to be requested after interview and if you are the preferred candidate, your permission will be requested prior to contacting your referees.

PERSONAL INFORMATION

HG complies with the Privacy Act 1988 (Cth), all applications are treated by HG in strict confidence, however in submitting an application you are extending permission to share your application with the Selection Panel.

Personal Information will be used to assess your suitability for appointment to this Position’s Health Services. As part of the selection process, personal information will be dealt with in accordance with HG’s Privacy Policy and the Information Privacy Act 2009.
LIVING IN CENTRAL WEST QUEENSLAND

LONGREACH

Longreach is a vibrant regional centre with a range of services and great social, fitness and retail opportunities. The Longreach Hospital is no more than five minutes’ drive from shops and cafes, and fitness facilities such as the aquatic centre (25 m indoor, heated and 50 m outdoor pools), gyms and personal training services, squash and tennis courts, and running and cycling tracks.

Families can take advantage of great education facilities including public (P-12) and private schools (P-6) and there are seasonal sporting and cultural activities to keep every member of the family happy and healthy.

Tourists also prefer the winter months and each community reaches out to welcome visitors with increased opportunities.

Your community spirit has countless opportunities be nourished, with various faiths of diverse community well represented.
Winter is the height of festival, music, racing and sports season and a time for local organisations to make their mark on the social and cultural capital of the whole region.

<table>
<thead>
<tr>
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<tr>
<td>Winton’s Way Out West Fest</td>
<td>Yellowbelly Fishing Classic Longreach</td>
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<td>May</td>
<td>September</td>
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<tr>
<td>Barcaldine Tree of Knowledge Festival</td>
<td>International Yabby Races, Windorah</td>
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<td>June</td>
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<tr>
<td>Vision Splendid Outback Film Festival, Winton</td>
<td>Birdsville Races</td>
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<td>Outback Writers Festival, Winton</td>
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<td>July</td>
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<td>Big Red Bash, Birdsville</td>
<td>Outback Festival, Winton</td>
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<td>Bedourie Camel and Pig Races and Camp Oven Cook-Off</td>
<td>Outback Paddle Regatta Festival</td>
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<td>Boulia Camel Races</td>
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<td>Isisford Fishing Competition</td>
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QUICK STATISTICS

The population of Longreach is approximately 3,000 people, of these 47.7% were male and 52.3% are female. Aboriginal and/or Torres Strait Islander people made up 6.0% of the population.

From census data the residents in Longreach 82.7% of people were born in Australia. The most common other countries of birth were New Zealand 2.2%, England 1.6%, Philippines 0.5%, India 0.4% and Netherlands 0.3%.

- The average age of Longreach person is 38 years
- Average house price in Longreach - $180,000

This information was from below websites, see below for more information:

https://www.youtube.com/watch?v=SZ35ixXWDSQ
https://www.longreachaccommodation.com/explore-longreach-queensland/
Role Details

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<tr>
<td>Aboriginal and Torres Strait Islander Health</td>
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<tbody>
<tr>
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</table>

Our Vision
The health service’s vision is to be a resourceful and dedicated leader in quality, far-reaching healthcare.

Our purpose
Drawing on the resilience and resourcefulness of our experienced and committed people, we work collaboratively to overcome distance. Working with our partners within and outside the healthcare system we go the distance to make a difference in the lives of the people in our care.

We combine our knowledge and experience with an entrepreneurial spirit which is uniquely part of the Central West. Whether it’s championing proactive health programs for our many communities or enhancing our emergency responsiveness, we are dedicated to delivering the best possible outcomes.

Our values
Our values guide our behaviours and practices and hold us accountable to our community. Our values are:

- **People-centred care** – We support patients and consumers through their journey, involve them in decisions about their care and learn from their experiences.

- **Quality and safety** – We put safety first in the care of our patients and consumers and build quality into what we do each day.

- **Integrity and accountability** – We have culture of mutual respect, fair dealing, ethical behaviour and transparency while being accountable for our performance.

- **Investment in staff** – We support ongoing learning, planned development and career advancement to attract and retain an empowered, satisfied, and competent workforce.
• **Innovation and change** – We encourage ideas, evaluate opportunities, consult with those affected, weigh up the risks, implement with purpose and celebrate achievements and improvements.

**Your purpose**

To contribute to better outcomes for Queensland Aboriginal and Torres Strait Islander health care by giving effect to the standards, policies, practices and priorities of Central West Hospital and Health Service, (CWHHS). You will strategically manage multidisciplinary programs to promote Aboriginal and Torres Strait Islander health and wellbeing and you will articulate and drive the implementation of strategies aimed at effectively managing the health and wellbeing of our Aboriginal and Torres Strait Islander peoples.

The incumbent is an influential advocate for positive Aboriginal and Torres Strait Islander healthcare outcomes across the health service and works in collaboration with the Health Service’s Executive Leadership Team (ELT) and the Aboriginal and Torres Strait Islander communities across the Central West.

The position reports directly to the Health Service Chief Executive, (HSCE), and provides strategic advice to that position, and on occasions to the CWHHS Board, on issues and initiatives impacting Aboriginal and Torres Strait Islander healthcare.

The Director leads the CWHHS Aboriginal and Torres Strait Islander team who work in a de-centralised model at various locations across the health service.

**Your key responsibilities**

- Fulfil the responsibilities of this role in accordance with CWHHS's core values, as outlined above.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe, services and workplaces.
- Reporting directly to the HSCE, this role will see you leading and empowering a strong and cohesive team of dedicated health professionals across a range of disciplines, whilst driving strategic direction, forward planning, setting priorities and guiding staff performance and development.
- Utilising your strong, influential communication skills, you will shape and maintain positive relationships with key stakeholders from internal and external agencies in a way that promotes trust, respect and integrity and to support the development of whole-of-government initiatives and strengthen the collaboration and capacity of the Aboriginal and Torres Strait Islander workforce.
- With a strong focus on Aboriginal and Torres Strait Islander stakeholders, you will lead the change processes to develop a positive culture in the practice of Aboriginal and Torres Strait Islander healthcare.
- **Leadership**
  - Lead the development of a CWHHS Close the Gap Action Plan 2019-2022, in line with the CWHHS Strategic Plan.
  - Provide strategic leadership and professional management expertise to ensure effective corporate governance, operational management and budget performance of the Aboriginal and Torres Strait Islander portfolio. This will include ensuring optimal performance against agreed plans, performance measures and key performance indicators.
  - Provide high quality support, advice, information and guidance to the CWHHS Hospital and Health Board, the CWHHS Aboriginal and Torres Strait Islander Advisory Council, the HSCE and
Executives on key issues relating to closing the gap on health issues of Aboriginal and Torres Strait Islander peoples.

- Lead the development and implementation of the CWHHS response to the Making Tracks Investment Strategy 2018-2021.
- Develop, implement, monitor and evaluation the CWHHS Reconciliation Action Plan.
- Provide expert specialist cultural advice to the ELT that enhances decision making and systems development capacity that influences organisational change towards a culturally appropriate health service and workplace for Aboriginal and Torres Strait Islander peoples.
- Take the lead in service planning, policy development, workforce management, and quality and safety improvement activities to ensure the needs of Aboriginal and Torres Strait Islander peoples are appropriately addressed.
- Champion Aboriginal and Torres Strait Islander service mapping and identify workforce capacity that improves the patient journey for Aboriginal and Torres Strait Islander people accessing health services within the Central West community.
- Monitor and report CWHHS health performance targets against state-wide and national performance Indicators for Aboriginal and Torres Strait Islander Health.
- Provide strategic advice and policy development for the design and implementation of systems to monitor and report on Aboriginal and Torres Strait Islander Health reform initiatives.
- Develop and support the CWHHS Cultural Capability program.

Safety and Quality

- Ensure the portfolio achieves the highest level of quality and safety of services.
- Ensure portfolio and CWHHS achieves accreditation requirements.
- Implement all recommendations to improve quality and safety from reviews within the agreed timeframes.
- Ensure appropriate policies, training and development, performance measures and risk management processes are in place to deliver excellent in service delivery.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces. Implement and monitor the organisation’s quality standards, occupational health and safety policies, procedures and programs and provide clinical governance in the relevant work areas.
- Establish and maintain clinical governance arrangements that ensure Aboriginal and Torres Strait Islander Health Workers comply with State legislation and Queensland Health policy for safe practice, including ensuring all staff work within appropriate registration and scope of practice.
- Promote a culture of transparency, accountability and quality service and ensure decisions about Aboriginal and Torres Strait Islander Health provision are both ethical and evidence based.

Business Management

- Build and maintain an effective and cohesive team that provides the leadership and management required to effectively manage and respond to the needs of Aboriginal and Torres Strait Islander health.
- Create a professional committee for Aboriginal and Torres Strait Islander staff within CWHHS to oversee health planning, workforce and research.

- As an Executive member, actively participate in the development of the strategic vision, direction and culture within the health service and translate these into practical processes and direction to support the organisation’s priorities and outcomes.

- Actively contribute in high level forums and committees where leadership, direction and negotiation is required to formulate strategic policy and set organisation direction.

**Financial Sustainability**

- Ensure this portfolio meets the agreed financial targets.

- Ensure the portfolio actively delivers on revenue targets where appropriate.

- Collaborate with state-wide and national funding providers to influence the design, development and implementation of closing the Gap program initiatives that target Aboriginal and Torres Strait Islander peoples within the Central West community.

- Provide strategic advice to the ELT to determine the allocation of health funding and to inform the decision making processes for addressing evidenced based service gaps and development of health service delivery models for Aboriginal and Torres Strait Islander peoples.

**Relationships and Engagement**

- Ensure effective working relationships across the health service and support other portfolios in the delivery of the CWHHS strategy.

- Ensure engagement with the community and external health providers.

- Ensure openness and outcomes to complaints from healthcare users.

- Actively contribute in high level forums (internal and external) to influence policy and strategic direction.

- Direct the establishment of new and review existing Aboriginal and Torres Strait Islander Health project / program service agreements in collaboration with ELT and the CWHHS Finance, Infrastructure and Support Services and the submission of scheduled program / project reporting.

- Lead the development of an Aboriginal and Torres Strait islander audit and compliance framework that effectively evaluates the organisations Cultural Capability and supports a continual quality improvement approach toward meeting state-wide and national quality and safety standards.

- Using strong, influential communication skills, develop and maintain effective partnerships / relationships within and outside CWHHS and with local Aboriginal and Torres Strait Islander communities.

- Ensure the development of comprehensive culturally acceptable communication strategies on matters relating to Aboriginal and Torres Strait Islander Health with both internal and external stakeholders.

- Ensure the coordination of a method of engagement for the Board Chair and/or HSCE with local Aboriginal and Torres Strait communities.

**Mandatory qualifications/Professional registration/other requirements**

- Possession of a tertiary qualification is not mandatory however Queensland Health values the enhanced knowledge and skills which can result from tertiary education.
• Potential applicants are advised that the *Aged Care Act 1997* requires Queensland Health employees and volunteers of aged care services to have a current National Police Certificate. Queensland Health will facilitate the applicants obtaining the above check.

• This position requires the incumbent to operate a government vehicle and an appropriate license endorsement to operate this type of vehicle is required (Queensland ‘C’ class license). Proof of this endorsement must be provided before commencement of duty.

• In accordance with current Award conditions, all employees working on a continuous shift basis will be required to work all shifts on a roster. These shifts may vary in length across a 24 hour period, Monday to Sunday inclusive. Following consultation with relevant unions, an employee may be required to participate in new or varied roster arrangements including 24 hour shift work, on-call and weekend rosters.

• An offer of employment cannot be made until the appropriate pre-employment checks are completed. Prospective employees must not commence work in the proposed role prior to satisfying this requirement. This includes providing valid proof of identity, finalised criminal history check, probity check and vaccine preventable disease information.

• Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.

### Identified Position

This role is designated as Aboriginal and Torres Strait Islander Identified. Under s25 of the *Anti-Discrimination Act 1991*, there is a genuine occupational requirement for the incumbent to be Aboriginal and Torres Strait Islander to the Aboriginal or Torres Strait Islander community. To allow the panel to confirm that you are eligible to be considered for this Aboriginal and Torres Strait Islander Identified role, the panel may either:

- accept your written assertion that you are of Aboriginal and/or Torres Strait Islander descent; or
- obtain from you, as part of your formal application, documentary evidence attesting to you Aboriginal and/or Torres Strait Islander descent. Full details and a Statutory Declaration is available here: https://www.forgov.qld.gov.au/system/files/documents/evidence-of-attribute.pdf?v=1493857410.

### Work Health and Safety

CWHHS is committed to providing a safe, health and secure workplace for all employees. This commitment includes a dedicated *People Focussed Safety* culture.

A *People Focussed Safety* culture commits to the health, safety and wellbeing of staff, volunteers and other persons, through the provision of a dynamic and comprehensive Health and Safety Management System (HSMS). The HSMS provides for proactive safety initiatives, early injury management practices with a strong focus on a safe and durable return to work.

The provision of a Health and Safety environment within CWHHS is everyone’s responsibility.

### Other Requirements:

If you are the successful applicant, you will be required to provide certified copies of one from each dot point:

- Current Drivers Licence or passport (and Marriage Certificate if applicable),
• Birth Certificate or Australian Citizenship Certificate and
• Medicare card or utility bill or credit or debit card.

How you will be assessed?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under ‘Your role’, the ideal applicant will be someone who can demonstrate the following:

• **Strategic and Operational Capability**
  ▪ Expert knowledge and understanding of Aboriginal and Torres Strait Islander health, social, policy and workforce issues at national, state and local levels and a practical and critical appreciation of their implications for the development, planning and delivery of culturally capable health services.
  ▪ Demonstrated achievements in effectively contributing to closing the gap in life expectancy and health outcomes for Aboriginal and Torres Strait Islander peoples.
  ▪ Proven ability to consult effectively and credibly with Aboriginal and Torres Strait Islander peoples.

• **Achieve Results**
  ▪ Demonstrated high level capacity to analyse, understand and implement local future service delivery needs for incorporation into strategic and operational plans.

• **Health system and change management**
  ▪ Extensive knowledge of the operations of a large and complex health service delivery organisation with experience in strategic business development and leadership capability at an executive level.
  ▪ Demonstrated experience at the executive senior management level in the conduct and management of organisational change at strategic and operational levels to ensure that policies and practices address the needs and perspectives of Aboriginal and Torres Strait Islander peoples.

• **Communication and Influence**
  ▪ Highly developed communication skills and ability to liaise and work cooperatively across the organisation, with patients and their families and the community in order to achieve consensus and resolution of conflicts without compromising relationships and services delivery performance.

• **Leads and Manages**
  ▪ Demonstrated executive level leadership in exercising sound judgement and effective responses to the demands of a high pressure environment.
  ▪ A proven ability to strategically and effectively manage a service budget, including financial, physical and human resources in a complex and diverse health care setting.
  ▪ Make ethical decisions in order to achieve organisational and patient care goals.

Your application

Please provide the following information to the panel to assess your suitability:

• **Your current CV or resume**, including referees. You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact
details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.

- **A short statement (maximum 2 pages)** on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and key attributes (assessment criteria) set out above.

**Additional Information**

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt.
- Hepatitis B vaccination is a condition of employment in Queensland Health facilities for all workers who have direct contact with patients or who, in the course of their work, may be exposed to blood or body fluids and/or contaminated sharps. Proof of vaccination must be provided to the Human Resource Department upon acceptance of appointment. Proof of vaccination can be provided via a letter from a general practitioner, infection control or occupational health department or a copy of a blood test result showing serological evidence of hepatitis B immunity (i.e. HBsAb≥10 IU/L).
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child safety services, Department of Communities.
- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at [http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf](http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf)
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers’ Compensation and Rehabilitation Act 2003* – Information and documents about pre-existing injuries and medical conditions of prospective worker: [https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkersCompA03.pdf](https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkersCompA03.pdf)
- From 1 January 2015 it is against the law to smoke at ALL public or private health facilities, including 5 metres beyond their boundaries. These laws apply to the use of all smoking products, including regular cigarettes and devices commonly known as electronic cigarettes (e-cigarettes). Staff, patients and visitors must adhere to these laws at all times.

**About the Health Service**

The Central West Hospital and Health Service (HHS) is a resourceful and dedicated leader in quality, far-reaching healthcare. Our high standard of accessible healthcare spans a vast 396,650 km² region
equivalent to 23 percent of Queensland. Reaching from Tambo in the south-east to Boulia in the north-west, our healthcare hubs based in Longreach, Barcaldine, Blackall, and Winton serve communities as widespread as they are diverse.

Whether it’s championing proactive health programs for our many communities or enhancing our emergency responsiveness, we are dedicated to delivering the best possible outcomes.

The largest centre of Longreach is the coordination point for the provision of regional services including child and maternal health, mental health and allied health. Barcaldine hosts a state of the art dental facility from which the Central West Oral Health Services are delivered. Medical officers work across 15 public facilities and 4 general practices to deliver a contemporary primary healthcare service that supports our communities’ healthcare needs with a focus on accessibility and continuity of care.

To deliver our Vision to be a leader in providing far-reaching healthcare our strategic priorities focus on three key areas:

- People – Strengthen partnerships with staff, communities, residents, patients and consumers to improve health outcomes.
- Services – Deliver high quality, consumer focussed health services.
- Systems – Achieve long term organisational sustainability.

The strategies recognise the strength and expertise of our staff in remote service delivery. They also build on our relationship with communities and other service providers.

The main health challenges are the increasing poor social and emotional wellbeing of communities, mental illness and chronic disease. Feedback from our communities has emphasised that our service structure and partnerships need to be responsive, adaptable, inclusive and compassionate. Incorporating this feedback is critical to the development of sustainable models of healthcare delivery that can support Aboriginal and Torres Strait Islander people and non-indigenous Australians across their life spans in; prevention, primary care, emergency and acute hospital-based services.

For further information about the Central West region:

www.smartjobs.qld.gov.au (Central and South West region)


Health Plan for Central West:
