



Candidate Information Package

Chief Executive Officer
October 2021





INTRODUCTION

Wellington Aboriginal Corporation Health Service (**WACHS**) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model which incorporates Greater Western Aboriginal Health Service (**GWAHS**). Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs.

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

www.wachs.net.au

www.gwahs.net.au

LOCATION: Wellington or Mount Druitt, NSW with travel required

POSITION TENURE: This position will be a three-year contract.

ANNUAL BUDGET: Approximately \$20 million per annum

SERVICES: Refer to the attached **Prospectus**

STAFF: Approximately 120 based in Wellington, Dubbo, Moree, Mount Druitt, Penrith and Katoomba

APPLICATION PROCESS

A merit-based recruitment and selection process will be undertaken.

This includes:

- Applications will be received via [seek.com.au](https://www.seek.com.au). Application is via a 1-2 page cover letter and a resume no more than 4 pages long. Applications close at 9am on Monday, 8 November 2021.
- Candidates will be selected for first round interview. First round interviews may take place either by telephone or Zoom video link.
- Short-listed candidates will then be invited for interview by the WACHS Selection Panel. Second round interviews may take place via Zoom video link or in person if restrictions permit.
- Comprehensive reference checks will be undertaken for the preferred candidate with two referees required. At least one referee must be a recent manager.
- Police and Working with Children (WWCC) checks will be undertaken. Candidates should be prepared to provide suitable identification to undertake a Police Check and provide a current WWCC number valid for paid work.
- Original copies of qualifications will be requested from the preferred candidate.

POSITION DESCRIPTION

This position is responsible for the overall strategic direction and management of the organisation to ensure the achievement of the established strategic goals. Key objectives include:

- i. Ensuring that the organisation is a leader in delivering efficient and effective business operations, risk management and financial performance;
- ii. Establishment of core organisational values in conjunction with the Board of Directors and ensuring these values are reflected in all aspects of the company and communicated to all stakeholders;
- iii. Creating, implementing and maintaining high quality and service performance standards and developing systems to build key relationships and improve operational efficiency;
- iv. Overseeing all functions within the organisation and providing direction and guidance to the organisation as a whole; and
- v. Ensuring and contributing to the operational and strategic decision-making process and providing authoritative advice to the Special Administrators/Board of Directors in relation to operational matters and company performance.

This position currently reports directly to the Special Administrators. At the conclusion of the Special Administration the position will report to the Wellington Aboriginal Corporation Health Service (**WACHS**) Board of Directors.

KEY RESPONSIBILITIES OF THIS ROLE

Strategic Plan & Direction

- Development and implementation of the Organisation's Strategic Plan to ensure the achievement of the company strategic direction and goals.
- Liaise with the Board of Directors and the Executive Team to develop and implement the Organisational Strategic Plan and business unit strategies to ensure the achievement of the company strategic direction and goals.
- Advise the Board on culturally-appropriate strategic market and service sector opportunities.

Leadership & People Management

- Provide leadership to ensure that staff capability is developed to each team member's full potential to assist in achieving the organisation strategic objectives.
- Implement an Indigenous succession plan for all non-identified positions.
- Ensure that all employees are complying with relevant WH&S legislation and that any issues are identified and resolved appropriately.

Stakeholder Management

- Maintain and enhance partnerships with government, community and other stakeholders to ensure that opportunities to benefit the organisation are

identified and developed.

- Liaison with Federal, State and Local Government in relation to existing and new funding agreements, to ensure that all agreements are developed and maintained.
- Liaison with Commonwealth and State Government departments and agencies, and Aboriginal organisations to develop relationships and partnerships.
- Organise board meetings to ensure all relevant documentation is prepared and governance standards are met.

Budgetary & Financial Management

- Devise and ensure achievement of the Organisation Financial Plan, to ensure that achievement of the business objectives while maintaining effective cost controls.
- Ensure funding applications are developed in line with the Organisation's financial requirements.

Operational Management

- Ensure appropriate risk identification and management systems are in place and monitored across the organisation.
- Ensure all organisational program and practice targets are implemented and met, and that all funding bodies are advised of the achievement of such targets.
- Create, implement and maintain high quality and service performance standards and developing systems to build key relationships and improve operational efficiency.

Compliance

- Comply with all relevant legislation and regulatory standards.
- Ensure all department practices are professional, ethical, and comply with relevant legislative requirements and professional standards.

Reports & Statistics

- Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational, program and statutory requirements including analysis, reporting of results and supporting recommendations.
- Prepare the Annual report, Board reports and other statutory reporting to ensure the Board is information on all relevant organisational activities.

Systems, Policy and Procedure Development

- Develop Business Services policies and procedures to ensure that the functions are demonstrating consistent practices nationally and is in line with strategic objectives.
- Comply with and promote EEO across the organisation.

SKILLS AND EXPERIENCE REQUIRED

Essential Criteria

- Post Graduate Tertiary qualification in Business, Commerce, Management, Finance, Health or similar discipline
- Extensive experience in management at a senior leadership preferably with an Aboriginal community-controlled organisation
- Demonstrated knowledge and understanding of health issues impacting upon the health status of Aboriginal communities
- Demonstrated knowledge of strategic planning and achievement of strategic objectives
- Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for an organisation
- Demonstrated ability to lead and develop a team at a senior level
- High level of computer literacy; sound working knowledge of Microsoft Office software
- Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc.
- Current valid Driver's license, minimum of Class "c" or equivalent