

# Position Description

## Senior Policy Officer



<b>Location</b>	GYHSAC facilities, Yarrabah
<b>Employment status</b>	Permanent, full-time [3 years fixed-term]
<b>Reports to</b>	General Manager
<b>Responsible for</b>	
<b>Date of Approval</b>	November 2023

### About Gurriny Yealamucka Health Services Aboriginal Corporation

Gurriny Yealamucka Health Service Aboriginal Corporation (GYHSAC) is a charitable, not for profit, community-controlled indigenous health provider to over 4000 residents of Yarrabah: Australia's largest discrete First Nations community.

GYHSAC provides culturally sensitive primary health care services in accordance with the Yarrabah Health Strategic Plan and is a member of both the National Aboriginal Community Controlled Health Organisation (NACCHO) alliance and Queensland Aboriginal and Islander Health Council (QAIHC).

**Vision** GYHSAC will be a holistic centre of excellence supporting a strong and healthy community.

**Mission** GYHSAC will be influential innovators delivering quality holistic health outcomes.

### Values

<i>Quality of Service</i>	Valuing the responsibility of providing a quality holistic health service & will maintain a high standard of care across all levels of the organisation
<i>Leadership &amp; Innovation</i>	Strong Leadership ensuring the delivery of innovative holistic health solutions
<i>Commitment</i>	Strives to provide commitment to all levels of the organisation's business & in its capacity to support the Yarrabah Community
<i>Accountability</i>	Enacting the principles of governance, self-determination & sovereignty guided by the Yarrabah Community & its stakeholders
<i>Teamwork &amp; Partnerships</i>	As an essential component of successful service delivery & advocates for equitable productive partnerships

### Diversity Statement

As an Aboriginal Community Controlled Organisation (ACCHO), GYHSAC recognises and celebrates the diversity of our community, including the diversity of cultural backgrounds, languages, beliefs, and experiences. We acknowledge employees who come from different Aboriginal and Torres Strait Islander communities and non-indigenous employees including those from linguistically diverse backgrounds, and we strive to create a welcoming and inclusive workplace for all.

### About the Position

The Senior Policy Officer will provide high level operational policy advice and support with a focus on ensuring best practice, quality assurance and continuous improvement across all areas of GYHSAC's business.

In addition, help grow the funding base of GYHSAC through state government, federal government or commercial contract for services that align and add value to the overall purpose of GYHSAC. To research how existing client's view the organisation; what their future expectations are of GYHSAC. Additionally, strategise ideas and plan for the future of GYHSAC.

### **Key responsibilities**

This position reports to the General Manager for supervision, workload management and for Performance Planning and Review (PPR). In cooperation with (and under the direction of) the General Manager, the Senior Policy Officer will:

#### **Governance**

- a. in conjunction with the management team, identify opportunities for new government contracts and evaluate appropriate market entry opportunities
- b. develop and execute a business development plan for GYHSAC to achieve set performance targets and objectives that will support market penetration, market development & product/service development
- c. identify potential local risks, and/or opportunities for business development and anticipate the impact of social, political and financial dynamics on business opportunities
- d. participate in collaborative community initiatives to help and support the health and wellbeing of the community

#### **Strategic Planning and Development**

- e. draft and collate high quality reports, briefings, submissions, plans and consultative documents and other communication correspondence on a broad range of policy, service planning, service provision and service management issues relating to the senior management functions of an ACCHO Health

#### **Quality & risk**

- a. participate in team activities necessary for the continuous improvement of the administration function to standards that comply with:
  - AS/NZS ISO 9001:2016 Quality Management Systems; and
  - RACGP Standards for general practice
- b. ensure allocated tasks identified in the quality management system (LogicQC) are completed within required timeframes

#### **Community engagement**

- c. engage authentically with the community, and participate in interagency collaboration to optimise client health outcomes
- d. develop and maintain relationships with relevant stakeholders to ensure organisational representation in the community's health leadership

The Senior Policy Officer may be required to carry out such other duties as are within the limits of their skill, competence, and training, consistent with relevant Award classification definitions and as reasonably directed.

### **Cultural Safety**

The position is required to commit to the ongoing development of Cultural Capacity with the goal of gaining a thorough understanding of the principles of Cultural Safety, by actively engaging in all opportunities provided within the Service and as appropriate, the broader Community.

Under Section 25 of the *Anti-Discrimination Act (QLD) 1991*, it is essential that the person who holds this position be an Aboriginal or Torres Strait Islander person. This is a genuine occupational requirement of this position.

## **Work, Health & Safety (WHS)**

Take all reasonable steps to protect personal workplace safety and avoid adversely affecting the health or safety of any other person at the workplace in accordance with the requirements of the Work Health and Safety Act (2011).

In support of GYHSAC policy, this position has as a minimum, the following responsibilities with regard to WHS:

- Follow prescribed Safe Work Method Statements (SWMS)
- Take reasonable care for the health and safety of self and others
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and, or injuries are reported and any potential for further incident/ risk is mitigated
- Participate in meetings, training and other health and safety activities as reasonably directed
- Wear personal protective clothing or equipment as directed
- Use equipment and materials in compliance with relevant guidelines or instructions, without wilful interference or misuse

## **Selection Criteria**

### **Essential**

1. Excellent written and verbal communication skills, including the capacity to describe complex issues in plain language to a range of audiences
2. Demonstrated high level word processing and database skills in the use of MS Office suite and knowledge of their advanced capabilities
3. Demonstrated interpersonal skills and ability to communicate consult and negotiate effectively with internal and external stakeholders
4. Demonstrated experience and ability to interpret data, undertake research, analyse policies and resolve complex issues appropriately
5. Demonstrated ability to write grant submissions / and submit from end to end process
6. Demonstrated ability to research and Identify key areas within the organisation that will have outcomes for the benefit of the community

### **Desirable**

7. Tertiary qualifications in health management or related discipline or demonstrated experience in non-government organisations or in the public or private sector

## **Practical requirements**

- i. Immunisation certificate appropriate to employment within a Queensland ACCHO setting
- ii. Queensland Drivers Licence
- iii. ability to maintain a current CPR certificate
- iv. Possess (or have the ability to obtain) a valid Positive Notice Blue Card issued by the Commission for Children Young People and Child Guardian
- v. Current National Police Certificate (or be preparedness to undertake prior to commencing employment)

**Acknowledgement by Employee**

I have read the Senior Policy Officer Position Description and understand the position requirements and standard of performance expected.

Senior Policy Officer

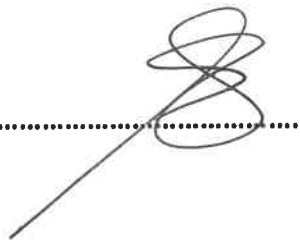
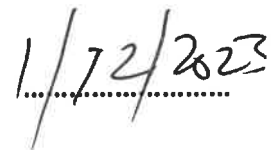
**Signature:** .....

**Date** .....

Chief Executive Officer

**Signature:** .....

**Date:** .....

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