

POSITION DESCRIPTION



The Sydney
children's
Hospitals Network

care, advocacy, research, education



It starts with me



C ollaboration

O penness

R espect

E mpowerment

POSITION TITLE (200 characters limit)	Aboriginal Health Senior Project Manager
POSITION NUMBER (from Stafflink) MANDATORY If this is a new position, acquire the position number after the new position has been created.	To be created
AWARD	Health Managers (State) Award
POSITION CLASSIFICATION	Health Mgr Lvl 3
LOCATION	Randwick and Westmead
DOES THIS ROLE MANAGE/ SUPERVISE OTHERS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
DOES THIS REQUIRE SENIOR EXECUTIVE LEVEL STANDARDS?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PRIMARY PURPOSE

(2800 characters limit in ROB)

The Aboriginal Health Senior Project Manager has a lead role in providing strategic leadership for the development, implementation, delivery, monitoring and evaluation of culturally appropriate health service initiatives, projects and programs for Aboriginal children and their families, accessing care from The Sydney Children's Hospitals Network (SCHN).

This role will include identifying the associated gaps and providing advice on potential strategies and solutions to assist in Closing the Gap for Aboriginal and Torres Strait Islander children.

The role will be responsible of monitoring, implementing, and reporting of Aboriginal Health Strategic Plan and other Strategic plans and initiatives as advised and directed by the Director Aboriginal Health.

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KEY ACCOUNTABILITIES

(3100 characters limit in ROB)

A high level description of the outcomes the role is expected to deliver.

'Key Accountabilities' should be:

- outcome focused, rather than process focused

- ordered in importance and/or frequency

- as specific to the role as possible while not detailing tasks.

There should be no more than 6-8 'Key Accountabilities' in total.

Strategic

- Provide high level advice into strategy and policy at both the Network and state level in relation to Aboriginal ill-health, prevention and management for Aboriginal children.
- Actively contribute to shaping the Network strategic plans
- Lead Network-wide initiatives in collaboration with relevant stakeholders that improve Aboriginal health including the prevention of chronic / complex conditions for Aboriginal children.
- Develop and maintain a research and evaluation framework that includes consumer, stakeholder and community consultation and informs ongoing service development.
- Meet appropriate reporting processes against KPIs, including provision of data for the Network and NSW Ministry of Health

Leadership & Management

- Lead and manage project leads and/or officers in accordance with its funding requirements and the relevant policy frameworks
- Provide leadership in the development of paediatric models of care for the Network in collaboration with the Director and Deputy Director for Aboriginal Health, and clinical services.
- Build strong and sustained relationships with the Network, Aboriginal Medical Services, Primary Health Network and Non-Government Organisations (NGO)
- Manage, support and promote quality improvement initiatives including leading evidence based, data driven practice into local delivery of services, minimising inappropriate clinical variation.

Financial and Performance Management

- Ensure the effective financial management with its budget.
- Establish and maintain a comprehensive reporting framework for projects.
- Lead, design, manage, and report on the delivery of specific culturally competent evidence-based health projects and programs community; and explore research opportunities attached to these programs.

Administrative

- Participate in Network committees as required.
- Collect and analyse data and maintain records deemed necessary for administrative, program and project purposes
- To be responsible for the documentation and dissemination of information related to the project
- Participate in regular meetings
- Review and manage staff performance in accordance with SCHN policies annual performance appraisals
- Prepare complex correspondence, reports, submissions and other materials as required

KEY CHALLENGES (max 3) (700 characters limit) <i>The challenges that are regularly encountered in the role.</i> <i>The Key Challenges should not restate the Key Accountabilities. There should be minimum of 1 and maximum of 3 "Key Challenges" in total.</i>	Motivating and engaging non-Aboriginal staff across SCHN to embrace change and undertake initiatives that assist the organisation in providing culturally appropriate health care to Aboriginal children and families.	
	Balancing the competing needs for delivering a culturally relevant service and meeting the demands of organisational and administrative requirements by prioritising and managing competing workload demands within urgent time frames requiring high quality outcomes and deliverables.	
	Identifying and implementing effective health promotion services that are sustainable and cost effective.	
KEY RELATIONSHIPS (internal) (max 3) (200 characters limit) <i>The key stakeholders and customers the role is expected to interact with routinely, rather than periodically. Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant. All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.</i>	WHO	WHY
	Director, Aboriginal Health	The position reports to the Director, Aboriginal Health and works collaboratively to progress Aboriginal Health strategic vision and plans.
	Project leads and/or officers	Provide line management, supervision and support the project work.
	Deputy Director, Aboriginal Health	Work collaboratively to inform strategic direction of projects based on clinical and service data.
KEY RELATIONSHIPS (external) (max 2) (200 characters limit) <i>As above</i>	WHO	WHY
	Aboriginal Community Controlled Organisations	Develop and maintain partnerships that support service provision that is culturally safe, as well as develop better pathways and linkage with the Aboriginal community.
IS THIS A PUBLIC SENIOR EXECUTIVE ROLE WHICH MANAGES RELATIONSHIPS AT THE MINISTERIAL LEVEL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Other \$ _____ please specify the monetary value of the financial delegation (ex: 5000.00).
FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per delegation manual	
ESSENTIAL REQUIREMENTS (700 characters in word)	WWCC (Yes/No): Yes Qualifications/ Licenses/ Registrations (award requirement): Tertiary qualifications in social science, health or related field, or relevant work experience	

	<p>Work Health and Safety:</p> <p><u>Select which of the following applies:</u></p> <p><input checked="" type="checkbox"/> Supervisor As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.</p> <p style="text-align: center;"><u>OR</u></p> <p><input type="checkbox"/> Non-Supervisor You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</p>
<p>SELECTION CRITERIA (700 characters for each criteria in word) (max 8)</p>	<ol style="list-style-type: none"> 1. Must be of Aboriginal and/or Torres Strait Islander descent - Aboriginality/Torres Strait Islander is a genuine occupational qualification and is authorised under section 14(d) of the Anti Discrimination Act 1977. 2. Tertiary qualifications in social science, health or related field, or relevant work experience or a combination of both. 3. Demonstrated experience in leading and managing an Aboriginal health service or program with a multidisciplinary team. This includes direct line management experience. 4. Demonstrated experience in establishing systems that ensure the cultural integrity and effective clinical governance of health services or programs 5. Demonstrated extensive experience in planning, design, implementation and evaluation of health services within an evidence-based framework 6. Demonstrated experience in developing service networks and collaborative service models that improve access to health services for Aboriginal communities. 7. Demonstrated understanding of the Aboriginal health, including chronic disease prevention and management policy frameworks and their application at the Local Health District level and the ability to inform policy, strategic directions, and service development 8. Demonstrated advanced communication skills (verbal and written) and analytical skills, including the ability to lead complex negotiations and decision making processes.
<p>OTHER REQUIREMENTS <u>(Standard text do not amend)</u> (3100 characters in word)</p>	<p>Understand and practice person centred care.</p> <p>Work in partnership with consumers on improving and evaluating the delivery of services.</p> <p>Actively participate in quality improvement activities.</p>

	<p>Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.</p> <p>Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.</p> <p>Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.</p>
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Job Demands Checklist (editable)

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position.

This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Job Demands Frequency Key:

- I = Infrequent** intermittent activity exists for a short time on a very infrequent basis
O = Occasional activity exists up to 1/3 of the time when performing the job
F = Frequent activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant activity exists for more than 2/3 or the time when performing the job
R = Repetitive activity involved repetitive movements
N = Not Applicable activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

PHYSICAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting – remaining in a seated position to perform tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing – remaining standing without moving about to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – remaining in a kneeling posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg/Foot Movement – use of leg and/or foot to operate machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting/Carrying – heavy lifting and carrying (16kg and above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reaching – arms fully extended forward or raised above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head/Neck Postures – holding head in a position other than neutral (facing forward)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and Arm Movements – repetitive movements of hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENSORY DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste – use of taste is an integral part of work performance (e.g. food preparation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch – use of touch is an integral part of work performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSYCHOSOCIAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Distressed People – e.g. emergency or grief situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpredictable People – e.g. dementia, mental illness, head injuries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restraining – involvement in physical containment of patients/clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL DEMANDS - Description (comment)	FREQUENCY					
	N	I	O	F	C	R
Dust – exposure to atmospheric dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases – working with explosive or flammable gases requiring precautionary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes – exposure to noxious or toxic fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Substances – e.g. dry chemicals, glues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise – environmental/background noise necessitates people raise their voice to be heard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Lighting – risk of trips, falls or eyestrain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confined Spaces – areas where only one egress (escape route) exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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