



Bulgarr Ngaru Medical Aboriginal Corporation

POSITION DESCRIPTION

JOB TITLE	EXECUTIVE OFFICER: BNMAC Richmond Valley
DATE	3 September 2019.
REPORTS TO	CHIEF EXECUTIVE OFFICER

POSITION DESCRIPTION

Position purpose The Executive Officer (EO) will be responsible to the Chief Executive Officer (CEO) and provide support for implementing strategic and operational policy on a day to day basis at Bulgarr Ngaru Medical Aboriginal Corporation (BNMAC) Richmond Valley. To ensure smooth operation of BNMAC Richmond Valley Primary Healthcare services as a whole. Leadership qualities are required as he or she will be expected to direct, supervise and evaluate the work activities of personnel.

- Main tasks**
- Manage daily activities of BNMAC Richmond Valley in consultation with and/or at the direction of the CEO
 - With CEO guidance facilitate the development of BNMAC organisational policies and articulate these policies to staff and external agencies where relevant.
 - Maintain compliance with all applicable laws and regulations
 - Ensure continuity and consistency in delivery and quality of services by supervising employees.
 - Improve financial effectiveness and overall operational efficiency by informing and advising the CEO of current trends, issues, and healthcare activities to facilitate decision-making
 - Ensure positive client experiences at every encounter
 - Liaise between department heads, medical staff, and staff to establish objectives and track progress on a department and facility-wide basis
 - Maintain compliance with regulations and the rules of accrediting bodies by monitoring operations and initiating changes where required
 - Monitor BNMAC Richmond Valley budget

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Required qualities

- Professional approach.
- Ability to work under pressure.
- Experience in a senior managerial role for a minimum of 3 years
- Leadership skills, with empathy and personal integrity
- Sound understanding of Aboriginal health sector
- Excellent attention to detail.

Desired competencies

- Analytical thinking.
- Initiative.
- Business awareness.
- Tenacity.
- Strategic thinking.
- Positive approach to change.

PERSON SPECIFICATION

- Qualifications**
- Tertiary qualification in business, management or health care, a clinical science, administration or comparable qualification relevant to the functions of the role.
 - **Aboriginality:** Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
- Experience**
- Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels
 - Experience with the culture of continuous improvement
 - Risk assessment and mitigation
 - Experience with organisational accreditation
 - Experience cultivating strategic alliances and positive relationships to effectively represent and advocate and negotiate for the organisation.
- Knowledge**
- Sound knowledge of applicable Federal, State and Local Government legal and regulatory frameworks as they pertain to all aspects of BNMAC.
 - Sound knowledge of community health, public health and Aboriginal Health
 - Understanding and commitment to the principles of the Aboriginal Community Controlled Health sector
- Skills & competencies**
- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Leadership:** Ensures transparent, collaborative and consultative management structure exists
 - **Operational Management:** Supports CEO in the oversight of operational management
- Personal attributes**
- Professional approach (essential).
 - Confident manner (essential).
 - Positive approach to change (essential).
- Other**
- Current valid driver's license, minimum of Class "C" or equivalent
 - Current First Aid Certificate , or ability to obtain
 - Ability to hold all relevant security clearances including National Police Check and Working with Children clearance
 - Ability to travel interstate is required

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

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Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date