

**ABORIGINAL HEALTH COUNCIL OF SA Ltd.**  
*ABORIGINAL HEALTH SERVICES – OUR HEALTH, OUR CHOICE, OUR WAY*

**JOB AND PERSON SPECIFICATION**

**Position:** Health Policy and Grants Coordinator  
**Classification Code:** AHCSA Level 6  
**Appointment:** Full time contract until 29 October 2021

**Approval:** ..... **Date:** .....  
**Board of Directors**  
**Aboriginal Health Council of SA Ltd.**

## **JOB SPECIFICATION**

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**1. Summary of the broad purpose of the position in relation to the organisation's goals:**

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The Aboriginal Health Council of South Australia Ltd. (AHCSA) is the peak body representing Aboriginal community controlled health and substance misuse services in South Australia at State and National levels. Our primary role is to be the 'health voice' for all Aboriginal people in South Australia. We achieve this by advocating for the community and supporting workers with appropriate Aboriginal health programs based on a holistic perspective of health.

The objectives of the IAHP are to enable Aboriginal and Torres Strait Islander people to receive the primary health care that they need, when and where they need it, to support Aboriginal and Torres Strait Islander people to better manage their health conditions in the community to prevent disease and hospitalisation, and to provide the supporting infrastructure to facilitate health care organisations to provide effective and efficient care.

The Primary Health Care Activity (PHC Activity) is a component of the IAHP, which aims to ensure Aboriginal and Torres Strait Islander people have access to effective health care services in urban, regional, rural and remote locations across the nation. The PHC Activity provides grant funding to a range of organisations including Aboriginal community controlled health organisations (ACCHOs), to support and deliver comprehensive, culturally appropriate primary health care services to Aboriginal and Torres Strait Islander people and provide system-level support to the Indigenous primary health care sector.

In keeping with a holistic approach to Aboriginal and Torres Strait Islander health care services, the PHC Activity funds clinical, population health and organisational and clinical support services.

The Health Policy and Grants Coordinator is funded through NACCHO under the Indigenous Australians Health Programme (IAHP).

The Health Policy and Grants Coordinator position is expected to operate with a high degree of independence in coordinating health policy responses and population health grants to support member Aboriginal Community Controlled Health Services (ACCHSs) across the state of South Australia.

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**2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).**

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The Health Policy and Grants Coordinator reports to the Manager, Public Health & Primary Health Care and will collaborate with the team, particularly AHCSA's Public Health Medical Officers for public health medical advice.

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**3. Special Conditions**

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- a) Some work out of normal hours of duty may be required.
- b) A current driver's licence and willingness to drive is essential.
- c) Criminal history screening check is essential.
- d) Interstate and extensive intrastate travel including overnight absences will be required.

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**4. Statement of Key Outcomes and Activities**

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The Health Policy and Grants Coordinator supports and implements the objectives of the IAHP and PHC Activity and the policies of the Aboriginal Health Council of South Australia (AHCSA).

The Health Policy and Grants Coordinator will be expected to work with member ACCHS in South Australia to assist them with health policy requirements and population health grants.

The scope of this position will include, but is not limited to:

- a) Contributing to the planning, development, implementation and evaluation of Aboriginal health policies and programs on a state-wide basis in conjunction with AHCSA's Public Health Medical Officers.
- b) Working closely with AHCSA staff, Members and other stakeholders as required to support Aboriginal health policy direction.
- c) Supporting ACCHS with population health grant applications and funding submissions as required.
- d) Keeping abreast of changes within the Health Sector in relation to relevant Incorporation Acts, accreditation standards, available grants and state and national policy matters that will impact on the sector and communicating these to member services as appropriate.
- e) Assisting in drafting responses to parliamentary questions, briefing notes, ministerial and other correspondence as required.
- f) Supporting CQI initiatives as required (projects, forums, events etc.)
- g) Participating in advisory groups on behalf of AHCSA and the Sector as required.
- h) Contributing to AHCSA's vision of "All Aboriginal people enjoy a high quality of health and well-being".
- i) Preparing various reports to funding bodies, AHCSA management and AHCSA members.

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## 5. Key Performance Indicators

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- Regularly attend and actively contribute on advisory groups as required by AHCSA Management.
- Prepare high quality and comprehensive submissions, reports and grants on health policy matters as directed and in due time.
- AHCSA and ACCHS are supported with the development of population health grants applications where required
- Proactively identify population health grant opportunities for consideration by ACCHS
- Keeping ACCHS constantly informed and as required of changes affecting health policy matters
- Submissions and reports written from a strong evidence base in line with relevant data, research and consultation with AHCSA, ACCHS and other stakeholders as required.
- Effectively contribute to CQI initiatives as required.

## PERSON SPECIFICATION – SELECTION CRITERIA

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### 5. ESSENTIAL CRITERIA

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#### 5.1 Educational/Vocational Qualifications

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- a) Tertiary level training in primary health care, community health or community development and/or experience relevant to the position.
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#### 5.2 Personal Abilities/Aptitudes/Skills:

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- a) Demonstrated ability to work and collaborate with Aboriginal communities, their leaders and health organisations, respecting traditional culture, values and ways of doing business.
  - b) Proven ability to work independently under very broad direction and to identify performance outcomes, plan activities and set priorities to achieve objectives and meet deadlines.
  - c) Excellent communication skills with the ability to communicate clearly, concisely and effectively, both verbally and in writing to a range of audiences.
  - d) Sound consultation and negotiation skills, with the ability to recognise and resolve conflict.
  - e) Demonstrated interpersonal skills and ability to exercise tact and diplomacy, deal appropriately with sensitive issues and maintaining a high level of confidentiality at all times.
  - f) Demonstrated ability to work effectively as a member of a team as well as independently as required.
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#### 5.3 Experience

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- a) Previous experience in funding submissions and grant applications.
- b) Demonstrated experience in Aboriginal health policy, or other related areas of policy development/submissions.
- c) Extensive experience in developing and maintaining effective networks, alliances and relationships with Aboriginal individuals, organisations or communities and with key external stakeholders including government agencies and non-government organisations.
- d) Significant experience in project administration and delivery.
- e) Experience in the use of information technology based systems, including word processing packages, electronic mail, databases and spread sheets.
- f) Experience in writing reports, facilitating meetings and developing/ delivering presentations.

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## **5.4 Knowledge**

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- a) Sound knowledge of the political, historical and social economic circumstances that have affected Aboriginal and Torres Strait Islander People, their culture and communities.
- b) Sound knowledge of the philosophy of Aboriginal Community Controlled principles, including social justice and self-determination.
- c) Sound knowledge of comprehensive primary health care and well-being.
- d) Sound knowledge of Aboriginal health and well-being issues and the operation of Aboriginal community controlled health services.
- e) Possess understanding of, and demonstrated commitment to, the principles and practice of equity and diversity, and Work Health and Safety in the workplace.
- f) Knowledge and understanding of the role and function of AHCSA Ltd and its relationship with Aboriginal community controlled health organisations.

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## **6. DESIRABLE CRITERIA**

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### **6.1 Educational/Vocational Qualifications**

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- a) Nil.

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### **6.2 Personal Abilities/Aptitudes/Skills:**

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- a) Ability to adapt to a changing environment, new systems, and new challenges.

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### **6.3 Experience**

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- a) Experience in negotiating with people at high levels in government and non-government organisations.
- b) Previous working experience in an Aboriginal community controlled organisation, particularly in an Aboriginal health-related area.
- c) Experience in Aboriginal health research and knowledge translation.

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### **6.4 Knowledge**

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- a) Knowledge of accreditation issues as they relate to Aboriginal Community Controlled Health Sector in South Australia.
- b) Detailed knowledge and understanding of the role and functions of AHCSA Ltd.
- c) Demonstrated knowledge of quality improvement processes and tools.

### **Acknowledged by Occupant**

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Print name

Signature

Date