



Aboriginal Health Council of South Australia Ltd.

Position: MANAGER, SEXUAL AND REPRODUCTIVE HEALTH AND BLOOD BORNE VIRUSES

Work group: Public Health Programs

Reports to: Senior PHMO / General Manager, Public Health Programs

Classification Code: Level 7

Employment status: Full-Time, fixed term

Contract Term: 2 years from appointment

Approval: Date:.....

Executive Board Aboriginal Health Council of SA Ltd.

JOB SPECIFICATION

1. Organisational overview

The Aboriginal Health Council of South Australia Limited (AHCSA) is the peak body representing Aboriginal community-controlled health 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 through our Member Services with appropriate Aboriginal health programs based on a holistic perspective of health.

AHCSA's Sexual Health and Blood Borne Virus Program works with Aboriginal health services and the broader health sector across South Australia to support the prevention and treatment of sexually transmitted infections (STIs) and blood borne viruses (BBVs). The program's objectives are to:

- Develop culturally appropriate health promotion activities aimed for Aboriginal and Torres Strait Islander people at risk of STIs including Chlamydia, Gonorrhoea, Trichomonas, HIV and Syphilis and on BBVs including hepatitis B and hepatitis C.
- Support Aboriginal Community Controlled Health Services (ACCHSs) in South Australia in strengthening control strategies to diminish the impact of STIs and BBVs through prevention, early detection and treatment including prioritising community engagement and community led responses.

The Program is supported through government and other funding streams.

2. Summary of the broad purpose and characteristics of the position

The Manager, Sexual and Reproductive Health and Blood Borne Viruses (Manager) is responsible for providing strategic leadership for the Sexual Health and Blood Borne Virus Program to provide Aboriginal South Australians with access to high-quality, culturally sensitive BBV, sexual and reproductive services.

The position provides oversight and leadership across the Program's key focus areas of BBV, STIs, sexual and reproductive health, ensuring alignment with funding and other requirements, and building the capacity of Member Services to provide high quality evidence-based care to their communities in these areas. This also includes facilitating the sector moving towards an integrated approach to sexual and



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reproductive health care to support a holistic and coordinated approach to care, consistent with best practice and policy directions.

The Manager oversees program engagement with Member Services, Program partners and other key stakeholders to guide best practice approaches, support effective screening, testing programs, and build the capability of the ACCH sector to deliver high quality services to their communities through the provision training, development and support. The Manager also leads the provision of expert advice and advocacy on policy and program-related matters.

The Manager works closely with Member Services, Program partners, and other stakeholders to develop and promote strategies that strengthen the ACCH sector's capacity and capability to provide comprehensive sexual and reproductive health services for Aboriginal people.

3. Organisational relationships and extent of authority

The Manager is accountable and reports directly to the Senior PHMO / General Manager, Public Health Programs, and works collaboratively as a member of the Public Health Programs Work Group. It is responsible for managing a team of health professionals with expertise in BBV, sexual and reproductive health.

The position works under limited direction and has management responsibility for the delivery of the AHCSA Sexual Health and Blood Borne Virus Program, in line with funding requirements, and agreed AHCSA frameworks, policies, procedures and other requirements.

The Manager works collaboratively with Member Services and other organisations to provide information, expert advice, consultation and assistance in the delivery of BBV, sexual and reproductive health services for Aboriginal South Australians. It is also responsible for building and maintaining productive relationships with key stakeholders, including funding bodies.

4. Special conditions

- Requires the ability to travel intra-state and interstate, including overnight absences.
- National Police Certificate required.
- Out of hours work will be required.

5. Statement of Key Responsibilities

The Manager, Sexual and Reproductive Health and Blood Borne Viruses is responsible for:

Program Development and Management: *Leading the planning and development of the Sexual Health and Blood Borne Virus Program by:*

- Leading the development of the Sexual Health and Blood Borne Virus Program ('the Program') annual work plan, with reference to agreed directions contained in national and state strategies and plans for responding to BBV and STI in Aboriginal communities.
- Leading engagement with Member Services, Program partners and other key stakeholders to co-design strategies to reduce BBVs and STIs and improve sexual and reproductive health in Aboriginal people through the Program.
- Overseeing the development and delivery of Program activities including coordinated testing and screening programs, health promotion, and training, resources and other supports that build the



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capability of Member Services and other organisations to deliver high quality culturally appropriate BBV, sexual and reproductive health care services for Aboriginal people.

- Leading strategic planning with Member Services and Program partners for the integration of sexual and reproductive health services across the ACCH sector to facilitate a holistic and coordinated approach to care for Aboriginal people.
- Leading efforts to source new funding and pursue growth opportunities through grants, donations, or strategic partnerships that enhance Program sustainability and reach.

Engagement and Partnerships: *Overseeing efforts to collaborate and partner with Member Services, Program partners and other key stakeholders to advance approaches to addressing BBVs, STIs and improving sexual and reproductive health for Aboriginal people by:*

- Overseeing collaboration with member Services to understand their needs from the Program and identify and develop supports to assist them with addressing BBVs, STIs and improving sexual and reproductive health for their communities.
- Establishing and maintaining relationships and overseeing collaboration with Member Services, partner organisations, and other stakeholders to foster partnerships that support and enhance the Program.
- Leading planning for health promotion strategies and campaigns to build awareness and reduce stigma associated with BBVs, STIs and other sexual and reproductive health care issues.
- Engaging with government stakeholders leading service and policy reform associated with addressing BBVs and STIs and improving the sexual and reproductive health of Aboriginal people, including through Closing the Gap.

Advocacy and Advice: *Providing policy consultation and advice on BBV, STI, sexual and reproductive health issues affecting Aboriginal people and communities and promoting the role of the ACCH sector in addressing these by:*

- Advocating for support for BBV, STI, sexual and reproductive health issues impacting Aboriginal people and communities at local, state, and national levels.
- Staying informed about emerging trends, best practices, and research in issues related to BBV, STI, sexual and reproductive health and facilitating knowledge sharing opportunities.
- Providing input, advice and consultation on matters requiring a policy perspective in relation to BBV, STI, sexual and reproductive health for Aboriginal people and communities.
- Promoting the work being undertaken to address BBVs and STIs and improve the sexual and reproductive health for Aboriginal people across the ACCH sector.

Operational Management: *Leading activities to support the efficient and effective day-to-day operations of the Sexual Health and Blood Borne Viruses Program by:*

- Developing and managing the Program budget, ensuring efficient resource allocation and usage to optimise impact.
- Managing all resources associated with the Program.
- Keeping the Senior PHMO / General Manager, Public Health Programs and CEO informed of the operations of the Sexual Health / BBV programs.
- Overseeing the management of input and assistance with required data, surveillance, research and evaluation activities to support the Program, as required.



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- Managing program reporting requirements including data, funding reporting, and reports to the Leadership Team and AHCSA Board.

Team Leadership: *Fostering a productive and supportive environment and providing leadership for BBV STI Team members by:*

- Developing and maintaining the BBV STI Team work plan.
- Supervising and providing ongoing support for BBV STI Team members in the delivery of programs and projects.
- Identifying training and professional development needs and opportunities for BBV STI Team members.

REQUIREMENTS OF THE POSITION

6. Essential Skills, Knowledge, Experience, Qualifications and/or Training

6.1. Knowledge, Skills, Abilities and Behaviours

AHCSA's **Organisational Capability Framework** outlines the essential knowledge, skills, abilities, and behaviours required to succeed in each role. This framework is a critical tool for attracting, recruiting, developing, and retaining a capable, adaptable, and responsive workforce.

The framework defines core and technical capability areas. Core capabilities apply to **all positions**, and technical capabilities are specific to **particular positions** within AHCSA.

The following capabilities have been identified as vital for the effective performance of this position and will be assessed during the recruitment process. These competencies are key to ensuring success and alignment with AHCSA's goals and values.

CAPABILITY AREA	DESCRIPTORS
core capability ENABLING DELIVERY	
Program and Project Delivery Define project activities to achieve outcomes within timeframes and coordinate the effective implementation and operation of health programs.	- Lead and manage complex projects or programs independently. - Ensure alignment with strategic goals. - Monitor progress, adjust plans, and resolve issues to meet targets. - Implement effective and rigorous evaluation processes to inform future planning. - Lead or participate in governance processes.
core capability STRATEGIC LEADERSHIP	
Strategic Planning Articulate actions that address the needs of the community, stakeholders and organisation.	- Ensure day to day planning and work processes are in line with organisational strategy. - Identify and develop objectives linking strategies to actions to achieve these. - Guide others in strategic planning processes. - Translate strategic direction into team and individual plans and daily activities for self and others.



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<i>Partnering and Co-creation</i> Build effective partnerships to gain critical insights and develop effective solutions.	- Identify, build and maintain partnerships with stakeholders. Understand user needs, obtain ideas, insights and input. - Work with stakeholders to build prototypes and coordinate testing to validate the strategy, program or product. - Coach others on the co-creation. - Build trust in partnerships through timely and quality delivery of outcomes.
technical capability SECTOR CAPACITY	
<i>Service Quality and Improvement</i> Ensure the delivery of culturally safe, responsive, and evidence-based services while fostering continuous quality improvement (CQI).	- Design service enhancements using culturally appropriate quality improvement cycles. - Conduct CQI cycles, integrating cultural values and practices. - Monitor and evaluate service delivery to identify improvements.

6.2. Experience

- Experience in the design, implementation and evaluation of public health strategies, programs and initiatives, particularly in Aboriginal and Torres Strait Islander communities.
- Experience in contributing to effective clinical governance systems, developing quality improvement strategies, and driving continuous improvements to ensure programs are culturally appropriate and meet high standards.
- Experience collaborating with health professionals, government bodies, and non-government organisations, including working with health sector or Aboriginal community-controlled services.
- Experience in providing leadership and guidance to strengthen the capacity of others to respond to public health issues and challenges.

6.3. Educational/Vocational Qualifications

- Nil.

7. Desirable Skills, Knowledge, Experience, Qualifications and/or Training

7.1. Experience

- Experience undertaking public health research and identifying findings for practical application in health strategies and programs.
- Experience in developing and influencing public health policies.

7.2. Educational/Vocational Qualifications

- Bachelor of Public Health, Bachelor of Health Science, Master of Public Health

Acknowledged by Occupant

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Print name Signature Date