



Aboriginal Health Council of South Australia Ltd.

Position:	DEPUTY CEO / GENERAL MANAGER, STRATEGIC LEADERSHIP AND SECTOR ENGAGEMENT - IDENTIFIED
Work Group:	Strategic Leadership and Sector Engagement
Reports to:	Chief Executive Officer
Classification:	Level 8
Employment status:	Full-Time
Contract Term:	2 years from appointment
Approval:	22 November 2024 – 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 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 through our Member Services with appropriate Aboriginal health programs based on a holistic perspective of health.

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

The Deputy CEO / General Manager – Strategic Leadership and Sector Engagement is a senior executive position providing strategic leadership across AHCSA and the Aboriginal Community Controlled Health Organisation (ACCHO) sector. Working closely with the CEO and Executive Team, the position contributes to the development and implementation of AHCSA's strategic direction, organisational priorities and sector advocacy.

The position provides high level authoritative strategic advice and recommendations on complex organisational, sector and policy matters and supports the Executive Team to identify and respond to emerging opportunities, risks and challenges. The position leads AHCSA's Strategic Leadership and Sector Engagement ensuring the priorities, perspectives and interests of Member Services and the broader ACCHO sector inform AHCSA's strategic direction, advocacy and external engagement. The position builds and maintains strong strategic relationships with Member Services, government, funding bodies, peak bodies, health sector partners and other key stakeholders.

The position represents AHCSA and as required the CEO at senior forums and engagements and advocates for the needs and priorities of the ACCHO sector at local, state and national levels. As Deputy CEO, the position works in partnership with the CEO to support the effective

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leadership, performance and strategic management of AHCSA and acts on behalf of the CEO as required.

3. Organisational relationships and extent of authority

The Deputy CEO / General Manager – Strategic Leadership and Sector Engagement is accountable and reports directly to the CEO and works as a member of the AHCSA Executive Team to ensure the achievement of AHCSA's strategic objectives and priorities. The position works closely with the CEO and General Managers to provide strategic leadership across AHCSA, support organisational alignment and coordinate cross-organisational priorities. The position works closely with Member Services and maintains strong relationships with government, funding bodies, peak bodies and other key stakeholders. The position exercises a high degree of autonomy within the scope of the role and operates under the broad direction of the CEO and in accordance with AHCSA's governance framework and delegations.

4. Special conditions

- A requirement of the position is that the incumbent identifies as being of Aboriginal or Torres Strait Islander descent pursuant to the exemption from the Equal Opportunity Act 1984 (SA).
- Some intra-state and interstate travel, including overnight absences will be required.
- Possession of a current driver's licence is essential.
- National Police Certificate required.
- DHS Working With Children Check (SA)
- Out of hours work will be required.

5. Statement of Key Responsibilities

The Deputy CEO / General Manager – Strategic Leadership and Sector Engagement is responsible for, but is not limited to:

Strategic Leadership

- Working closely with the CEO and Executive Team to develop and implement AHCSA's strategic direction and organisational priorities.
- Providing high level strategic advice on organisational, sector, policy and reform matters.
- Identifying emerging issues, risks and opportunities and advising the CEO and Executive Team on strategic responses.
- Supporting alignment across the Executive Team and contributing to effective cross-organisational decision-making.
- Providing executive leadership on complex and sensitive matters and strategic initiatives as required.



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- Supporting the CEO in organisational leadership, performance and strategic decision-making.
- Representing the CEO and AHCSA as required and within delegated authority.

Sector Strategic Leadership

- Leading strategic discussions with Member Services to identify sector priorities, emerging issues, opportunities and challenges.
- Providing strategic leadership and advice on issues affecting the ACCHO sector and Aboriginal health.
- Leading the development of strategic sector positions, priorities and responses in collaboration with the CEO, Executive Team and Member Services.
- Monitoring policy, funding and reform agendas and advising the CEO and Executive Team on implications and opportunities for AHCSA and Member Services.
- Leading advocacy for sustained appropriate and long-term investment in the ACCHO sector.
- Identifying strategic opportunities to strengthen the sustainability, influence and effectiveness of the ACCHO sector.
- Developing evidence-based positions and value propositions to influence policy, investment and decision-making.
- Advising the CEO and Executive Team on strategic sector investment, partnership and funding opportunities.

Sector Engagement

- Leading high-level engagement with Member Services, government, funding bodies, peak bodies, health services and other strategic partners.
- Building and maintaining strong and effective strategic relationships that support AHCSA's objectives and sector priorities.
- Representing AHCSA and, as required the CEO at senior forums, negotiations and external engagements.
- Advocating for the needs, priorities and interests of Member Services and the ACCHO sector at local, state and national levels.
- Promoting the expertise, value and contribution of the ACCHO sector across government and the broader health system.
- Identifying opportunities for collaboration, influence and collective action across the health sector.
- Ensuring intelligence and insights from sector and stakeholder engagement inform AHCSA's strategic direction and advocacy.

Deputy CEO Responsibilities

- Working closely with the CEO to support the effective leadership and management of AHCSA.
- Supporting the CEO in overseeing organisational performance, priorities and strategic initiatives.



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- Providing high level advice to the CEO and Executive Team on organisational challenges, opportunities and emerging issues.
- Acting for and representing the CEO as required.
- Working collaboratively with General Managers to address cross-organisational priorities and ensure effective coordination across AHCSA.
- Supporting a culture of collaboration, accountability and high performance.
- Undertaking other reasonable duties as directed by the CEO.

REQUIREMENTS OF THE POSITION

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

6.1. Personal Skills/Abilities/Qualities

- Advanced leadership, communication and interpersonal skills and ability to engage and influence both internally and externally.
- Strong strategic thinking and analytical skills and an ability to provide high quality, professional, influential advice at CEO and Board levels.
- Demonstrated ability to motivate, inspire, guide and focus others to achieve successful outcomes.
- Ability to present information clearly and effectively with demonstrated high level verbal and written skills.
- Proven ability to think and act strategically, use initiative, solve problems and make decisions in a fast-paced and changing environment.
- Strong time management skills and an ability to prioritise and manage competing demands.
- Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Demonstrated commitment to working genuinely with Aboriginal people and communities through an appreciation of Aboriginal culture, history and contemporary issues, active listening and respectful engagement.
- Excellent relationship management skills with an ability to develop and maintain strong and effective partnerships with a diverse range of stakeholders at all levels.
- Ability to work independently under broad direction, plan activities and set priorities to achieve objectives and deadlines.
- Demonstrated ability to exercise tact and diplomacy, deal appropriately with sensitive issues and maintain a high level of confidentiality at all times.

6.2. Knowledge

- Excellent knowledge of Aboriginal health and wellbeing issues, the work of comprehensive primary health care and substance misuse services.
- Understanding and appreciation for the environment and culture associated with working in the Aboriginal community-controlled sector.



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- Knowledge of health care systems and funding arrangements for Aboriginal health at both the State and Commonwealth levels.
- Knowledge of the state and national policy directions and reform agenda for Aboriginal health.
- Knowledge of relevant legislation including statutory requirements that impact the work of the ACCHO sector.

6.3. Experience

- Experience working with Aboriginal people, organisations and communities.
- Experience working in a senior management role within the health sector with a proven track record in sector development, strategic planning and partnership building.
- Experience leading teams to successfully achieve common goals.
- Experience dealing and negotiating with senior level stakeholders.
- Experience in the use of information technology-based systems including word processing packages, electronic mail, databases and spreadsheets.

6.4. Educational/Vocational Qualifications

- Substantial postgraduate experience relevant to the position or equivalent skills and extensive, diverse experience gained through previous roles, service
- Study demonstrating a strong combination of experience, expertise, and competence sufficient to perform the duties of the role.

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

7.1. Personal Skills/Abilities/Qualities

- Executive leadership skills.
- Superior interpersonal and relationship management skills.
- Advanced negotiation and influencing skills.
- Change management skills.
- Approachable.
- Ability to constructively delegate and empower others.
- Strong strategic and political judgement.

7.2. Knowledge

- Knowledge of the South Australian health sector.
- Knowledge and understanding of the role and functions of AHCSA.
- Knowledge of AHCSA policy, programs, guidelines, procedures and practices.
- Knowledge of the requirements of a Registered Training Organisation.



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7.3. Experience

- Experience as an executive or senior manager in the not-for-profit sector.
- Experience working within an Aboriginal community-controlled organisation or peak body.
- Experience working directly with government and senior stakeholders.
- Experience leading strategic advocacy or sector engagement.

7.4. Educational/Vocational Qualifications

- A tertiary qualification in Business, Health Management, Public Policy, Leadership or equivalent.

Acknowledged by Occupant

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Print name Signature Date

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