

Position Description

Rumbalara Aboriginal Cooperative

Position Title:	Executive Manager, Health and Wellbeing	Position Category:	Executive
Department/Group:	Executive	Position Ref:	Job Code/ Req#
Location:	Shepparton	Travel Required:	Limited/Extensive
Reports to:	Chief Executive Officer	Identified Position:	No Approval ref:
Grade:	Level/Salary Range	Position Type:	Full time

Business Positioning Statement

Rumbalara Aboriginal Cooperative (RAC) has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and wellbeing
- Positive aging and disability services
- Community services
- Asset and infrastructure services
- Corporate services

RAC has an annual budget of \$19 million and a workforce of approximately 230 people. RAC is a significant employer and economic contributor to the region and plays a high profile leadership role as one of the larger Aboriginal Organisations in Australia.

RAC is committed to ensuring the Aboriginal people in the Greater Goulburn Valley have certainty of access to community-controlled services.

RAC is currently renewing its commitment to consumer driven and client centered models of care and actively partnering with community and lobbying with government to ensure the needs of the community are met and wider benefits to Aboriginal communities and culture achieved.

Objective of Role

As a member of the Executive Team, this role is key to the development and implementation of the strategic direction for the organisation and for developing and delivering on business plans for the operational streams or functions. This is a leadership position accountable for driving a organisational culture we are proud of, engaging and developing our employees, providing quality and culturally safe services to clients and residents in our communities and meeting the legislative and governance, compliance and mission-based obligations of RAC at all times.

Role and Responsibilities by Key Result Areas

People and Culture

- Develop and implement people and culture plans that aim to attract, develop, train and retain quality, skilled, and engaged employees and drive for a culture that reflects the values of the Organisation and builds the capability requirements of today and tomorrow
- Ensure all reasonable steps to ensure workplace health and safety obligations are taken at all times

Service Delivery

- Develop and implement a service delivery plan for the stream/function that meets or exceeds the customer expectations

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- Develop and delivery of high quality health and wellbeing services to the Rumbalara community
- Ensure safe, efficient and effective systems of work are developed, communicated and understood
- Ensure the legislative, regulatory or accreditation standards are maintained at all times
- Implement monitoring, measurement and reporting of key performance indicators and ensure corrective and preventative actions are taken to maintain performance goals
- Contribute to a risk management strategy and plan for the stream

Stakeholder Engagement

- Ensure programs and processes are in place to consult, engage and monitor community engagement.
- Stay abreast of funding changes and opportunities, developing initiatives to optimise for RAC and the community
- Maintain a relationship management system covering GPs, Allied Health, Universities, Medical Practitioners, Locums, Agency Staff, NACCHO and VACCHO and VAHS
- Provide for a culturally sensitive care environment that respects the community traditions and belief systems
- Ensure care extends to the family and support people of the people in our care and who use our services

Stewardship

- Ensure company resources and assets are used to optimise customer experience and community benefit
- Identify and take appropriate steps to manage and mitigate risk to RAC, its people, assets, reputation and financial position.
- Ensure clinical governance processes and standards are implemented, maintained, audited and improved on an ongoing basis

Qualifications and Education Requirements

- Relevant degree qualification in health management and wellbeing or administration (medical, nursing, allied health)

Work Experience Requirements

- Demonstrated experience operating at an Executive level Demonstrated experience leading and developing people, culture and community engagement
- Demonstrated experience contributing to the strategic direction and business planning process
- Demonstrated ability to develop and be held accountable for business plan, budgets and key performance indicators
- Demonstrated experience in overseeing Health and Wellbeing
- Applied knowledge of the Medical Practice Standards and accreditation requirements
- Demonstrated commitment to the betterment of Aboriginal and Torres Strait Islander culture and an appreciation for the social determinate factors that influence the community's wellbeing.
- Applied knowledge of the relevant legislative and governance requirements that govern the roles' portfolio including but not limited to WHS and Privacy Act legislation.

Skills and Attribute Requirements

- Strong people leadership including but not limited to experience with performance management
- Always acts with Integrity and applies a mission and values based discernment process
- Internal auditing skills
- Business acumen and professional business writing and communication skills
- Understanding of basic accounting principles and processes including but not limited to budgeting

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processes, revenue optimisation and cost control

- Understanding of risk management principals and processes
- Professional communicator in written and verbal forms
- Negotiation skills
- Applied knowledge of human resources processes including but not limited to recruitment, training, performance management, and grievance handling.

Values in Action

As leaders of RAC we must demonstrate:

To ensure we stay true to our mission we have to stay true to:

- The **integrity** of the services we provide: our people are proud of the service we provide
- The **capability** we are able to deliver: our people know and trust that we have the skills and capabilities required
- The **accountability** we each hold ourselves to: our people know that each individual feels accountable for their contribution to the strategic and operational performance of Rumbalara.
- **Respect** to each other, to Elders, our community and stakeholders in all our interactions and in all settings