



Duty Statement

POSITION: Senior Project Officer (Health Sector Strengthening)
Part time (0.5 FTE)
(PSO6 \$102,480 - \$111,870 pro rata)
Fixed term until 30 June, 2024. Flexibility to work up to full time may available.

LOCATION: Darwin or Alice Springs, Northern Territory

Aboriginal and Torres Strait Islander people are encouraged to apply.

About the AGMP – The Program

The Aboriginal Governance & Management Program (AGMP) was established by the Aboriginal Peak Organisations Northern Territory (APONT) alliance in late 2013 to provide high-quality, tailored, culturally appropriate governance and management support to Aboriginal organisations across the Northern Territory. The Senior Project Officer (Health Sector Strengthening) will develop innovative governance resources and training materials and work with the NT's Aboriginal community controlled health sector to deliver workshops and training.

About APO NT – The Alliance

AGMP is a program within APO NT - an alliance comprising the Aboriginal Medical Services Alliance of the NT (AMSANT), North Australian Aboriginal Justice Agency (NAAJA), Aboriginal Housing NT (AHNT), NT Indigenous Business Network (NTIBN), Central Land Council (CLC), Northern Land Council (NLC), Anindilyakwa Land Council (ALC) and Tiwi Land Council (TLC). The alliance was created to provide a more effective response to key issues of joint interest and concern affecting Aboriginal people in the Northern Territory.

APO NT is committed to increasing Aboriginal involvement in policy development and implementation, and to expanding opportunities for Aboriginal community control. APO NT also seeks to strengthen networks between peak Aboriginal organisations and smaller regional Aboriginal organisations in the NT.

About NAAJA – The Auspice Partner

APO NT has an auspice agreement with NAAJA, where NAAJA provides corporate support to APO NT including human resources and employment services. APO NT staff are employed as employees of NAAJA.

For enquiries, please contact:

Sasha Kiessling - Acting Manager, AGMP on 08) 8959 4623 or info@agmp.org.au

For more information about the Aboriginal Governance and Management Program, visit:

<https://www.aboriginalgovernance.org.au/>

Position Overview



AGMP is offering a unique position leading a health-sector governance strengthening project in partnership with the Aboriginal Medical Services Alliance NT (AMSANT) - the peak body for Aboriginal community-controlled health services in the NT. Funded through a Northern Territory Government Closing the Gap Sector Strengthening Grant, this is the second year of a 2-year project.

Over the past 12 months AGMP has worked with AMSANT members (Aboriginal community-controlled health services) to codesign a good governance manual for the NT Aboriginal community-controlled sector. The pilot manual is now complete – providing plain language, visual, culturally appropriate and sector-specific governance information for board members of Aboriginal community-controlled health services.

Over the next 12 months we are seeking a Senior Project Officer to

- Pilot the health sector governance manual as a training tool – working with remote Aboriginal health service boards to test the content through practical workshops and training sessions
- Use feedback gathered to refine the manual
- Develop complimentary governance tools and templates for boards to use alongside the manual, in workshops and training
- Build strategic partnerships and secure ongoing investment into the provision of dedicated governance support for the sector in the long term.

We are looking for a self-motivated person with high-level communication skills, the ability to work autonomously and meet tight deadlines. You will have a strong understanding of two-way governance, the Aboriginal community-controlled health sector and experience in training and/or resource development for Aboriginal organisations. You are willing to travel remotely throughout the NT and build strong relationships with the AMSANT and their member services in the Aboriginal community-controlled health sector.

Key Responsibilities:

- Work in close partnership with the AGMP team and key project partner - AMSANT in the design and delivery of the project.
- Deliver governance workshops and training for directors of remote NT Aboriginal community-controlled health services.
- Assist with the preparation of plain language, culturally appropriate resources and materials that can be used to support directors and managers of NT Aboriginal community-controlled health services.
- Work with artists, graphic designers and other skilled consultants to edit, update and finalize resources and the finalise a health sector governance manual.
- Develop and pursue relationships and opportunities for ongoing funding for health-sector governance support. Develop funding proposals and project plans to meet long term governance needs of the sector.
- Contribute to the documentation and evaluation of project activities and contribute to the drafting of the final evaluation report.
- Other associated duties, including administrative duties, as reasonably required.



Reporting relationships

The Senior Project Officer (Health Sector Strengthening) will report to the AGMP Manager.

Selection criteria

The successful candidate for this position must address the following criteria:

1. Knowledge and understanding of governance and management issues affecting Aboriginal people and organisations in the NT – particularly in the Aboriginal community controlled health sector.
2. Experience in designing and delivering workshops, training and facilitating meetings in a cross-cultural context.
3. Experience in drafting plain language, culturally appropriate documents, reports and visual training resources.
4. Demonstrated experience managing projects within tight timeframes.
5. High level communication skills and experience building strategic partnerships in a cross-cultural environment with Aboriginal people and other key stakeholders.
6. Ability to work within a team or independently, when required.
7. Demonstrated IT skills, including competency in Microsoft suite of programs.
8. A current NT driver's licence and ability to drive a manual 4WD vehicle or travel by light aircraft to selected communities and urban centres across the NT, as required.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Please note: Applicants for this position must address the selection criteria in their written application, which should be sent to info@agmp.org.au



Basic Employment Conditions

Position: Senior Project Officer (Health Sector Strengthening)

1) Probationary Period:

3 months

2) Place of Employment:

Darwin or Alice Springs

3) Hours of Work:

19 hours per week, (2.5 days) – selected days to be determined.

(please note – there may be opportunity to work up to full time – dependent on confirmation of further funding)

4) Salary/Wages:

PSO6 \$102,480 - \$111,870 dependent on experience, plus superannuation

As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)

5) Allowances:

Annual Airfare Entitlement payable per annum after 12 months qualifying service – Darwin

\$1,150, plus travel allowance

6) Superannuation:

As per the Commonwealth Superannuation Guarantee [Administration] Act 1992.

7) Annual Leave:

6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.

8) Long Service Leave:

As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.

9) Personal / Carer's Leave:

15 days per annum

10) COVID-19 Mandatory Vaccination

Following the release of the Chief Health Officer's COVID-19 Directions (No. 52) 2022, workers who come into direct contact with vulnerable population groups including Aboriginal people must have received 3 doses of an approved COVID-19 vaccine and show their employer evidence of their vaccination status by 21 April 2022.

The only exception to these directions are workers who can provide evidence of a contradiction to all approved COVID-19 vaccines. The evidence required must be in the form of a medical certificate or a certificate issued by the Commonwealth. It is a condition of your employment with NAAJA that you comply with the Chief Health Officer COVID-19 Directions (No. 52) 2022.

11) Other:

- Satisfactory Working With Children Clearance Check (Ochre Card) on commencement
- Evidence of a current NT "C" Class driver's licence or equivalent

Disqualification and conviction of serious offences

You will be required to undergo a police record check before commencing your employment. It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.