



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Executive Officer (<i>Identified</i>)
Position Number:	5352
Classification:	Administrative Grade 7 Wuchopperen Health Service Limited Enterprise Agreement
Salary:	\$99,889.14 - \$109,809.89
Location:	Cairns
Reporting Relationship:	Chief Executive Officer

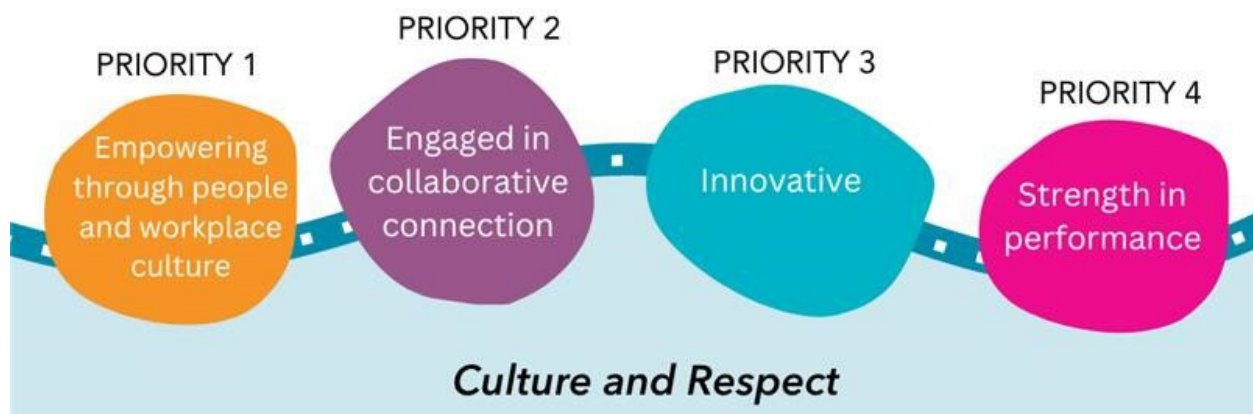
About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with more than 40 years' experience in providing primary health care and social wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is **keeping our generations growing strong**. Culture underpins a client and community centric service delivery model offering whole of life cycle care and support from pre-birth to eldership (older people).

From humble beginnings in the 1970s, Wuchopperen has grown into a multi-million-dollar enterprise, that is driven by the community, to deliver dynamic and innovative services for the community, and confidently represents, leads through best practice governance.

Our Strategic Priorities



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Our Values and Behaviours



The role:

The Executive Officer provides high level strategic advice, analysis and executive support to the Chief Executive Officer (CEO) to facilitate the achievement of objectives, projects and initiatives. The position provides high level support and leads projects to support a range of strategic initiatives for the office of the Chief Executive.

The position will manage key strategic projects with, and at times, on behalf of the CEO and wider Executive Leadership Committee (ELC) as assigned. The role provides high level policy and governance for key projects, including maintaining records the preparation, facilitation and follow-up of Board, Executive and Senior Leadership Team (SLT) meetings. This includes overseeing key documents including agendas, briefs, discussion papers, associated supporting documentation, minutes and actions items as part of good governance and project management.

The Executive Officer champions organisational collaboration and works closely with the Senior Leaders across Wuchopperen to exchange information, provide synthesized advice and to manage strategic business improvement projects and initiatives.

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Key Responsibilities include:

1. Contribute to policy development through consultation with key staff, research legislation and quality standards, and identifying and analysing risk points within the organisation.
2. Research, develop and deliver Board and ELC correspondence including presentations, reports, committee submissions, speeches and other key documentation in liaison with the CEO.
3. Plan, consult, monitor and assist in the development and implementation of projects on behalf of the CEO and wider ELC.
4. Undertake strategic research activities and provide high quality, value-adding business improvement initiatives and comprehensive reports, through analysis of data and trend identification.
5. Facilitate collaboration through the maintenance of a network of internal and external contacts, proactively communicating on initiatives, projects and consulting on behalf of the CEO where appropriate.
6. Support and provide advice to the CEO on budgets and financial matters where necessary, ensuring compliance with financial policies and procedures.
7. Work collaboratively with the Corporate Support Team and maintain a thorough knowledge of organisational policies and procedures, legislation and quality standards to assist with organisational compliance.
8. Demonstrated excellence in customer service and projects a positive organisational image, portraying a professional, courteous, and helpful manner.
9. Work within Wuchopperen's Policies and Procedures including the Code of Conduct and Workplace Health and Safety requirements.
10. Contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
11. Other duties as required, within your skills, experience, and capacity.

Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience, potential for development and personal qualities.

For applicants to be successful in this role, they should demonstrate:

1. Demonstrated ability to provide high level policy and governance support to the CEO, Board of Directors, and/or a team of Executives, within a complex, multidisciplinary work environment.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

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3. Extensively developed interpersonal and communication skills including the ability lead and facilitate organisational collaboration, liaise with a range of external stakeholders as well as effectively advocate for Aboriginal and Torres Strait Islander people.
4. High level analytical, conceptual, and problem solving skills, demonstrated through innovative approaches to risk management and business improvement strategy.
5. High level written communication skills including extensive policy development experience along with the ability to provide informative, evidence-based reports based on comprehensive research and data analysis.
6. Demonstrated ability to work independently and in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature.

Other Essential Requirements

- An appropriate tertiary qualification (ideally in Business Administration, Public Policy, Business Management, Project Management or similar), or significant equivalent experience in a similar role.
- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B.
- It is a mandatory condition of employment for the employee to be fully vaccinated against COVID-19. Evidence of at least two vaccinations must be provided before employment is confirmed.
- Proof of qualifications is required to be provided prior to the commencement of duty.
- The Executive Officer position is an **Identified** role. It is a genuine occupational requirement that an *Identified* position be filled by an Aboriginal person or Torres Strait Islander person, as permitted by and arguable under section 25, 104 and 105 of the *Queensland Anti-Discrimination Act (1991)*.
- Please provide **one (Aboriginal and/or Torres Strait Islander) written reference from a referee** who can confirm that you are of Aboriginal and/or Torres Strait Islander descent, you identify as Aboriginal and/or Torres Strait Islander person and an Aboriginal and/or Torres Strait Islander community accepts you as an Aboriginal and/or Torres Strait Islander person.
- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check. This is at your cost. Employment cannot continue or commence if you do not have a 'blue card' or if your 'blue card' is withdrawn or is disqualified.
- Possession of a current Queensland "C" class driver's licence is essential upon appointment and is a condition of ongoing employment.
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.

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How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, including a comprehensive employment history, your qualifications and the contact details for at least two referees.
- A supporting **cover letter** of no more than two pages, reflecting the competencies outlined in core capabilities.
- Identified referees with application.

Additional information:

- A non-smoking policy is effective in Wuchopperen's buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to recruitment@wuchopperen.org.au