

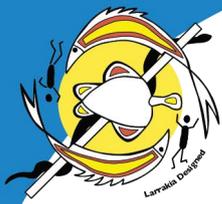
Applicant Information Pack



Danila Dilba
Health Service



www.ddhs.org.au



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About Danila Dilba Health Service

Vision

A society in which the health, wellbeing and quality of life of Aboriginal and Torres Strait Islander people is equal to that of non-Indigenous Australians.

About us:

Established in 1991, Danila Dilba Health Service is an Aboriginal community-controlled organisation providing culturally-appropriate, comprehensive primary health care and community services to Biluru (Aboriginal and Torres Strait Islander) people in the Yilli Rreung (greater Darwin) region of the Northern Territory. We aim to improve the physical, mental, spiritual, cultural and social wellbeing of our clients through innovative comprehensive programs based on principles of equity, access, empowerment, determination and collaboration. Since Danila Dilba began, the directors and staff have built a holistic framework of comprehensive primary health care and community services.

We now employ about 170 people and provide services to about 80% of the Indigenous population in our region (compared with about 60% in 2015-16). More than 13,400 local people used our services in 2016-17.

We are continually expanding and improving our services to meet the needs of people in our region, and now have clinics at seven clinics in Darwin and Palmerston, offering:

- Primary health care clinics for children, youth, women and men
- Specialist and allied health professionals
- Health promotion to help people get more control over their health
- Care coordination for clients with complex health needs
- Social and emotional wellbeing services
- Drug and alcohol services
- Outreach services to clients.

Danila Dilba is committed to creating a health care environment where Aboriginal and Torres Strait Islander people feel welcome and comfortable and are confident that they will be listened to and given the best possible care. Aboriginal staff are 'front and centre' in our services. Professionally qualified Aboriginal health practitioners, nurses and counsellors are essential in making sure our clients receive high quality and culturally appropriate care and treatment.

Danila Dilba is primarily funded by the Australian Government through the Department of Health.

For more information about Danila Dilba Health Service please visit our website www.ddhs.org.au

About the opportunity and Application Process

Position title:	Deputy Chief Executive Officer
Application closing date:	April 30, 2018
Salary:	Executive band (Negotiable and commensurate with skills and experience)

This is an identified position.

Application process

Application must be submitted online through <http://ddhs.org.au/career-opportunities>

Cover Letter - attach a one page summary sheet addressing the selection criteria. The purpose of this is to demonstrate why you are the perfect candidate for the role.

Resume - ensure your resume is current and all your contact details are correct. Your resume should highlight your professional and educational background as well as experiences relevant to the role. It must also contain the details of at least three professional referees.



Position Summary

The Deputy CEO will work collaboratively with the CEO, to provide strong internal leadership and day-to-day management to Corporate Services enabling Danila Dilba Health Service to achieve its strategic and operational goals. The position actively engages and liaises with internal and external stakeholders, effectively communicating the organisation's vision and strategies.

Key Accountabilities:

- Provide contemporary leadership across DDHS to ensure organisational alignment to the Strategic plan, vision, values and strategic objectives
- Lead an advocacy agenda for DDHS to influence decision makers on policy issues related to Aboriginal health and wellbeing
- Assist DDHS Board and CEO in implementing the strategic and business plans including engagement of stakeholders and delivering organisational objectives
- Leadership and line management of the Corporate Services team (Human Resources, Finance, Audit and compliance, Facilities management and Information and Communications technology) ensuring responsiveness, adherence to best practice, efficiency, and compliance
- Collaborate with the Leadership Team to effectively manage organisational change and ensure a constructive organisational culture
- Develop and strengthen strategic stakeholder relationships and partnerships within DDHS and with key external stakeholders including government, funding bodies, media, service partners, sector networks and forums and the community
- Develop and maintain a culture of innovation, service quality and continuous improvement
- In collaboration with the CEO, contribute to best practice governance and corporate compliance frameworks

Selection Criteria

Essential:

1. Demonstrated strategic leadership skills at a senior level with the ability to manage change, human resources, finances, procurement and projects
2. High level conceptual and analytical skills and demonstrated ability to apply those skills in strategic planning, business development and advocacy
3. Understanding of Aboriginal history, culture and aspirations and the role of community controlled health organisations
4. Demonstrated understanding of risk management frameworks and the ability to minimise risks to the organisation.
5. Demonstrated ability in building a culture of creativity, innovation and continuous improvement
6. Superior skills in relationship management, communication, negotiation and conflict resolution with the ability to work constructively with people from a wide range of cultural and social backgrounds and multi-disciplinary teams
7. Knowledge of State/Territory and Federal Government agencies and funding arrangements and proven experience in managing funded programs

Desirable:

1. Knowledge of Aboriginal health issues
2. Knowledge of the Australian healthcare system and an understanding of contemporary health policy
3. Tertiary qualifications in business, health, social science or other relevant areas

Please refer to <http://ddhs.org.au/career-opportunities> for a detailed Position Description.

Employment Benefits

Salary: Executive level. Negotiable depending on qualifications and experience. You will also enjoy generous provisions (including a car for personal use, phone, and laptop).

Danila Dilba Health Services offer an excellent range of employment benefits including:

Six weeks Annual Leave

Six weeks Annual Leave per annum, plus 17.5% leave loading, with the opportunity to cash-out up to two weeks annual leave in any financial year!

Personal Leave

Ten days paid personal leave per annum

Two weeks Study Leave

Up to two weeks paid study leave per annum to encourage ongoing professional development for all staff

Long Service Leave

Long service leave after ten years of continuous service. Employees who resign after seven or more years of continuous service will also receive a pro-rata payout.

Superannuation

9.5% superannuation in addition to your base salary.

Salary Sacrificing

Salary Sacrifice of up to \$15 900 per annum plus \$2 550 (entertainment benefits) per annum

Online Onboarding and Training

An all-inclusive customized Onboarding and training support

Why join us?

Follow your path at Danila Dilba - where every person matters

Aboriginal Health Services play a vital role in communities across Australia. We help close the gap that exists in Indigenous healthcare and wellbeing. Working in the AMS space is not always easy, and it's certainly not the right path for everyone, but for those who embrace the challenge, it is incredibly rewarding!

To succeed in this position, you will need demonstrated strategic leadership and planning skills, with strengths in business development and advocacy. You will possess a strong understanding of Aboriginal and Torres Strait Islander history, culture and aspirations and the role of community controlled health organisations.

The ideal candidate will be a people-focused leader with a high understanding of the Aboriginal health sector. You will possess the proven ability to shape strategic thinking, communicate with influence and make sound decisions, whilst achieving results and exemplifying personal drive and integrity.

You will be a strong, reliable and self-motivated person with outstanding communication and listening skills, allowing you to cultivate productive working relationships, both internally and externally, and particularly in an Aboriginal community environment.

A [recent independent study by Deloitte](#) looking at three focus areas showed that each dollar invested in DDHS provides \$4.18 of benefits to society, and thus, each additional dollar invested into primary health care services provided by DDHS provides a strong return. Currently, DDHS is able to deliver these improved health outcomes to almost 80% of the Greater Darwin Aboriginal and Torres Strait Islander population.

You'll **IMPACT the community**, helping close the gap in Indigenous healthcare and wellbeing, one helping hand at a time.

You'll be **PROUD**, both of the work you do and who you work for.

You'll work with a **TEAM**, alongside people who are down to earth and truly dedicated to what we do.

You'll **EXPERIENCE** and learn something new every day through the variety of your role.

You'll embrace the **OPPORTUNITY** to progress your career - follow your path at Danila Dilba.

Interested?

For further information please contact Sulal Mathai, Human Resource Manager on 0488 973 787 or at sulal.mathai@ddhs.org.au



Living and working in Darwin, NT

Situated on the very edge of the Northern Territory this coastal community is home to possibly the friendliest and most culturally diverse people in Australia. The Darwin area is now home to more than 140,000 residents and is one of Australia's most culturally diverse places. There are over 100 nationalities and around 50 social, cultural and religious organisations.



Darwin's suburban landscape varies greatly, from inner-city apartment living through to sprawling acreage properties. Homes are typically designed to celebrate the outdoors including large entertaining areas, tropical gardens and swimming pools.

The Weather

A tropical savannah climate, the Top End of the Northern Territory typically sits at 25-33°C all year round. Unlike the rest of Australia, which experiences four distinct seasons, Darwin only has two: The Dry and The Wet.

The Culture

“You have come by way of the Larrakia Land. You will hear the voice of Larrakia ancestors. When you leave, the Larrakia message will stay with you.” – The late Reverend Walter Fejo.

The Larrakia people, or the ‘Saltwater people’, are the traditional owners of the Darwin region and have maintained close trade relationships with neighbouring communities such as the Tiwi, Wagait and Wulna. Today, around 2000 Larrakia live in the Darwin region and are recognised for their talent in music, performance and art.

Working in Darwin

Darwin has earned its reputation as a goldmine of opportunity. The rapid growth of the community, proximity to Asia and diverse industries has cemented the city as a platform to launch a career and gain access to new experiences and challenges that can set you up for life.