



Position Title:	Deputy Chief Executive Officer <i>*Identified position for Aboriginal and Torres Strait Islander peoples</i>
Supervisor:	Chief Executive Officer (CEO)
Classification:	Executive Contract
Salary:	Contract (Negotiable and commensurate with skills and experience)
Staff:	5 direct reports
Location:	Binyolkga Centre, Knuckey Street Darwin
Length of Contract:	Up to 2 years with an option to renew
Date Reviewed:	23 March 2018

SUMMARY OF POSITION:

The Deputy Chief Executive Officer 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.

OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The purpose of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

PRIMARY RESPONSIBILITIES:

Leadership and Strategy

- 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
- Lead growth and sustainability of DDHS through development and implementation of a Business Development Strategy targeting emerging opportunities, innovations and potential income streams
- Collaborate with the Leadership Team to effectively manage organisational change and ensure a constructive organisational culture
- Provide advice, regular updates and reports to the CEO, Board and Leadership Team in areas of responsibility

- Role-model behaviours that demonstrate a high level of performance of oneself and others

Stakeholder Engagement

- 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
- Represent DDHS in a variety of settings ensuring the organisation's brand is protected and enhanced

Service Quality and Continuous Improvement

- Develop and implement a review and evaluation framework to ensure all services are routinely evaluated, and regular stakeholder surveys are undertaken and acted upon
- Work collaboratively with the Clinical Services Director to identify and respond to service improvement opportunities
- Develop and maintain a culture of innovation, service quality and continuous improvement
- Ensure services operate in compliance with funding agreements and agreed service levels and performance targets are met and exceeded wherever possible

Compliance and Governance

- In collaboration with the CEO, contribute to best practice governance and corporate compliance frameworks
- Oversee and maintain the organisation's risk management plan and business continuity plan
- Oversee the development, review and implementation of organisational policies and procedures to ensure legal and WHS compliance, and efficient internal processes. Ensure a register of policies and procedures is maintained
- Address and when appropriate notify the leadership of any issues or concern/risk

Organisational Responsibilities

- Adhere to all organisational policies, procedures, standards and practices
- Act only in ways that advance DDHS objectives, values and reputation
- Act with honesty, integrity and good faith at all times
- Other duties as required, consistent with skills and experience, as directed by the CEO

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

Appointment Factors: (Appointment is subject to)

1. Willing to undergo a Police Check;
2. Ability to obtain a NT Working with Children Clearance;
3. Current driver's licence; and
4. Current First Aid and/or CPR certificate or the preparedness to gain one;

Approved:



Olga Havnen
Chief Executive Officer

Date: 04 / 04 / 2018

Reviewed by:	Chief Executive Officer	March 2018
Approved by:	Olga Havnen, CEO	March 2018
Review due by:	Chief Executive Officer	March 2020