



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Chief Executive Officer

Contact Name: Katherine Holten

Telephone: 0429003482



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

- Position:** Chief Executive Officer
- Award:** ATSIHWP + ACCHS Award 2020
- Salary:** \$219,336.00 base rate per annum to be negotiated plus super, motor vehicle and equipment.
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Employment opportunities:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the employment opportunities.
- Application:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

Your application should consist of four parts:

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

Completed application to: hr@durri.org.au

or

Post marked confidential to:

Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: Friday 30 September 2022 by 5.00 pm



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes WWCC No:

Do you have a current Police check? Yes Date:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



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Position Description

Position Title:	Chief Executive Officer	
Business Unit:	Executive Team	
Reports To:	Durri ACMS (elected) Board of Directors	
Direct Reports:	Senior Management, All Staff	
Position Dimension & Decision-Making Authority:	<p>With direction from the Board of Directors</p> <ul style="list-style-type: none"> • Approving annual budgets and key management decisions • Major capital expenditure • Business acquisitions • Restructuring and refinancing <p>In consultation with managers or others -</p> <ul style="list-style-type: none"> • General management decisions • Operational expenditure • Strategic direction • Organisational and financial performance 	
Key Communication Contacts:	<p>Contact/Organisation</p> <p>Board Of Directors</p> <p>Executive Team</p> <p>External Consultants</p> <p>All staff</p>	<p>Purpose/Frequency of Contact</p> <p>Weekly - accepting direction and reporting performance</p> <p>Daily- direction and leadership</p> <p>As required – sourcing expertise</p> <p>As needed – support where appropriate</p>
Primary Objective:	<p>The Chief Executive Officer is responsible for implementation and oversight of the overall strategic and cultural direction set by the directors of Durri ACMS. The CEO is also responsible for the management of the organisation to ensure the achievement of the established strategic goals, by providing strong and clear leadership internally to Durri ACMS and our people and externally to the stakeholders of Durri ACMS</p> <p>Key objectives include:</p> <ul style="list-style-type: none"> • Ensure the goals, key performance indicators and strategic actions set out in the Durri Strategic Plan 2020-2024 are achieved. • Ensure Durri's Vision, Mission, as set out in the Durri Strategic Plan 2020-2024, are reflected in all aspects of the organization and communicated to all stakeholders. • Ensure the organisation is a leader in delivering effective and accessible health care; community engagement and participation; capability and engagement of workforce; and quality and continual improvement of governance and operations • Ensure a high level of financial performance. • Provide leadership and oversee all functions within the organisation with the direct support of the Executive team and Senior Management Team. • Drive the strategic decision-making process and provide advice to the Board of Directors in relation to operational matters and organizational performance. 	
Senior Leadership Behaviours	<ul style="list-style-type: none"> • Self-Motivated • Good Quality Communication 	

	<ul style="list-style-type: none"> • Team Leadership • Entrepreneurship and Business Acumen • Planning and Organising • Empathy & Community understanding 	
Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Strategic Plan, Direction & Operational Oversight	<ul style="list-style-type: none"> • Development and implementation of the Durri strategic plan to ensure the achievement of the organisation's strategic direction and goals. • Liaise with the Board of Directors and the executive & Senior Leadership team to develop and implement the strategic plan and business unit strategies to ensure the achievement of the organisation's direction and goals. • Ensure Durri ACMS operations are within the parameters set by the board and that the board is kept informed of material developments in the organisation's affairs, operations, and business. 	<ul style="list-style-type: none"> • Strategic plan reviewed, updated, and renewed annually to report on agreed Board milestones • Achievement of Strategic Objectives
2. Organisational Leadership & Culture Leadership and People Management	<ul style="list-style-type: none"> • Lead and manage the executive team to ensure that all employees are recruited, developed, and empowered to assist in achieving the organisation's strategic objectives. • Appoint and manage key executive and senior leadership personnel • Implement and manage a delegated authority matrix applicable to the CEO, the Executive team, the Senior Leadership team and other Management levels as appropriate. • Ensure that all employees are complying with relevant WH&S legislation and that any issues are identified and resolved appropriately. • Provide advice and guidance to the Board on all relevant operational and strategic matters. • Create and sustain a culture of innovation and enablement, underpinned by the Durri values. • Ensure legal, ethical and professional practices and boundaries consistent with Durri ACMS Code of Conduct are adhered to. 	<ul style="list-style-type: none"> • Staff retention greater than 95% per annum • Staff satisfaction and engagement greater than 75% per annum • Delegated authority matrix implemented and followed for empowered decision making • Code of Conduct Values is updated regularly, monitored and communicated to all personnel • Undertake a leadership360 degree survey annually
3. Stakeholder Management	<ul style="list-style-type: none"> • Maintain and enhance partnerships with government, community, and other stakeholders to ensure that opportunities to benefit the organisation are identified and developed. • Liaison with Federal, State and Local Government in relation to existing and new 	<ul style="list-style-type: none"> • Risk plan from OATSIH and other funding bodies • Undertake achievement of stakeholder goals - monthly

	<p>funding agreements. to ensure that all agreements are developed and maintained.</p> <ul style="list-style-type: none"> • Liaison with Commonwealth and State Government departments and agencies, and other Aboriginal organisations to develop relationships and partnerships. • Monitor and interpret the external environment in order to continually position Durri ACMS in its market to best advantage. • Maintain awareness of political, governmental, business and industry components of the external environment in which Durri ACMS operates, on a local, state and national level. • Organise board meetings, ensure all relevant documentation is prepared and issued, information is tabled, and records and accurate minutes are taken and retained. 	<ul style="list-style-type: none"> • Review of anecdotal feedback received from stakeholders- monthly • Formal survey of key stakeholders' satisfaction- annually
<p>4. Budgetary and Financial Management</p>	<ul style="list-style-type: none"> • Managing Durri ACMS financial and other reporting mechanisms, and control and monitoring systems. to ensure that these mechanisms and systems capture all relevant material information on a timely basis, are • Functioning effectively and are founded on a sound basis of prudential risk management • Capital works projects managed and delivered to budget and timelines • Liaise with the DCEO and CFO to ensure achievement of the organisation's financial plan, to ensure that achievement of the business objectives while maintaining effective cost controls. • Liaise with the DCEO, CFO and other Senior Leadership team to ensure funding applications are developed in line with the organisation's financial requirements • Where proposed transactions, commitments or arrangements exceed threshold parameters set by the Durri ACMS board, referring the matter to the board for its consideration and approval. 	<ul style="list-style-type: none"> • Achieve revenue growth - minimum 15% annually • Member/community satisfaction/retention - 85% annually • Capital works approved budgets delivered- monthly • Unqualified audit reports • Corporation is financially sound and sustainable

<p>5. Corporate Governance, Compliance & Risk Management</p>	<ul style="list-style-type: none"> • Identify and manage operational and corporate risks for Durri ACMS and, where those risks could have a material impact on Durri ACMS and the members and community, formulating strategies for managing. • and mitigating those risks, including for consideration and endorsement (as applicable) by the board. • Ensure that company complies with relevant legislative requirements and professional standards. • Implementing the policies, processes and codes of conduct approved by the board and facilitating the monitoring and reviewing of, and reporting against those policies, processes, and codes of conduct • Ensure all organisational practices are professional and ethical and comply with relevant legislative requirements and professional standards. 	<ul style="list-style-type: none"> • Risk management plan reviewed - annually • Business continuity plan communicated to Leadership team and reviewed annually
<p>6. Compliance with all legislation in relation to Child Protection including:</p>	<ul style="list-style-type: none"> • Child Protection (Prohibited Employment) Act 1998 • Ombudsman (Child Protection & Community Services) Act 1998 • Commission for Children & Young People Act 1988 • Crimes Act 1900, section 316 Circular 97/135: Notification of Suspected Child Abuse & Neglect and Exchanging Information in Child Protection Investigations) (Superseded by Circular 2001/100 Protecting Children & Young People) 	
<p>7. Reporting</p>	<ul style="list-style-type: none"> • Ensuring that the board is provided with sufficient accurate information on a timely basis regarding the organisation, its operations, business • and affairs, and with respect to the organisation's corporate performance, financial condition, operations and prospects, so as to reasonably position the board to fulfil its governance responsibilities. • Ensure that management, statistical and other reports are provided to relevant stakeholders on organisational program and statutory requirements including analysis, reporting of results and supporting • recommendations. • Prepare the annual report, board reports and other statutory reporting to ensure the Board is information on all relevant organisational activities. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports • Board reporting delivered to deadlines

Key Challenges:

- Implementing the Board's stated visions and strategic objectives
- Development and implementation of the strategic plan.
- Implementing budgetary accountabilities for all departments.
- Implementing a strong management senior leadership structure
- Developing and implementing annual action plans.
- Advocating and lobbying for funding and support for Aboriginal health
- Creating strong partnerships and relationships with the local community, government, and business stakeholders
- Develop a public relations program aimed at advancing Durri's image both locally and nationally
- Working with the Board to achieve clear and transparent governance processes
- Communicating the boards (who represent the Community) feedback and vision to all staff.

Essential Qualifications & Experience –

1. Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977).
2. Tertiary qualifications in business, commerce, management finance, health, or similar discipline.
3. Extensive experience in management at a senior leadership preferably with an Aboriginal community-controlled organisation.
4. Demonstrated knowledge and understanding of health issues impacting upon the health status of Aboriginal communities.
5. Demonstrated knowledge of strategic planning and achievement of strategic objectives.
6. Demonstrated experience in ensuring an effective management system, policy and procedure framework and financial system for an organisation.
7. Demonstrated ability to lead and develop a team at a senior level.
8. High level interpersonal and written communication skills.
9. Ability to report to a Board of directors on complex issues, including compliance with the CATSI Act.
10. Demonstrated ability to lead and develop a functional team.
11. Ability to hold all relevant security clearances such as National Police Check, Working with Children clearance etc.
12. Current valid driver licence, minimum of Class "C" or equivalent.