



## Partnership for Justice in Health – Position Description

<b>TITLE:</b>	Executive Officer
<b>AWARD:</b>	Level 8 – Executive under the <a href="#">National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners Enterprise Agreement 2022</a>
<b>REMUNERATION:</b>	(\$45,873.09 + 12.5% superannuation) Salary packaging is also available.
<b>LOCATION:</b>	Canberra-based with flexible working options considered
<b>SUPERVISOR:</b>	The Executive Officer answers directly to the Partnership Co-Chairs
<b>APPOINTMENT:</b>	Part time – 15.2 hours a week (2 days equivalent)  12 month contract with possibility of extension, subject to funding and performance

*This position has direct and continued involvement in matters relating to Aboriginal and Torres Strait Islander peoples. The successful candidate will be required to liaise with Aboriginal and Torres Strait Islander peoples, communities and service providers.*

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

### About the Partnership for Justice in Health

The Partnership for Justice in Health (P4JH) is an alliance of self-determining Aboriginal and Torres Strait Islander academics, legal experts, national peak health and justice organisations, and individuals who are committed to working together to improve Aboriginal and Torres Strait Islander health and justice outcomes through addressing racism at the individual, institutional and systemic level.

As leaders operating at the interface of the health and justice systems, the P4JH has a unique understanding of the ongoing impact that racism and colonisation continues to have on First Nations people. We are committing to harnessing our leadership, influence, and networks to

amplify the voices and lived experiences of families severely impacted by racism in the health and justice systems.

The P4JH works collaboratively with its members and other key stakeholders in health and justice systems to:

- Create systemic change through providing resources, research and evidence-based solutions to embed culturally safe and anti-racist approaches;
- Empower mob to understand and exercise their rights to self-determination within the health and justice systems;
- Facilitate truth telling and education about sovereignty, colonisation and ongoing inequality;
- Advocate for and promote mechanisms that improve reporting and measuring racism and facilitate penalties for racism.

The P4JH is auspiced under the National Association for Aboriginal and Torres Strait Islander Health Workers and Practitioners.

## Job Specification

### Position Summary

The Executive Officer works under the guidance and direction of the Campaign Co-Chairs and P4JH Leadership Group. This role holds responsibility for coordinating the effective delivery of the Campaign and broadly involves:

- The provision of policy analysis and advice
- Strategic and operational planning and project management
- Relationship management and stakeholder engagement
- The provision of secretariat support to members of the P4JH
- Safeguarding the financial sustainability of the campaign

The successful candidate will be required to operate in a fast-paced and challenging environment, communicate persuasively, coordinate and engage stakeholders and hold a strong drive and commitment towards achieving health equity and equality for Aboriginal and Torres Strait Islander peoples.

This is a Canberra-based position, located at the office of the National Association of Aboriginal and Torres Strait Islander Health Workers and Practitioners.

Flexible working arrangements will be considered for the right candidate with occasional interstate travel.

## Primary Responsibilities

The primary responsibilities of the position include:

- Providing high level strategic, political and policy advice to the campaign Co-Chairs, Leadership Group, Partnership Alliance and Working Group.
- Coordinating the development, review, and implementation of strategic and operational plans to elevate the direction and work of the Partnership.
- Leading and coordinating the development of key campaign publications and documents including but not limited to: submissions, discussion papers, speeches, media releases and social communication materials.
- Establishing and maintaining effective networks with key stakeholders including Aboriginal and Torres Strait Islander community members and organisations, government agencies and members, non-government, industry, and community organisations.
- Supporting the coordination of the Leadership Group, Working Group and Partnership Alliance members and their projects through the provision of administrative support, including but not limited to the preparation of talking points, briefing papers and minute taking.
- Maintaining the budget and financial security of the P4JH through coordinating the collection of members financial contributions, managing and documenting expenditure, and providing financial statements, analysis, and reports
- Leading the management of campaign events, including online workshops, panels and in person launches and meetings.
- Undertaking other ad-hoc duties as requested.

## **Essential knowledge, capabilities, and skills**

The following outlines the personal abilities, skills and knowledge required in the role:

- The desire and ability to work meaningfully with Aboriginal and Torres Strait Islander communities, organisations and their leaders, having demonstrated respect for cultural values and ways of doing business.

- The ability to communicate effectively and persuasively, both orally and in writing, to a wide range of audiences on a range of sensitive and complex issues, especially with regards to Aboriginal and Torres Strait Islander peoples.
- The ability to research and interpret and identify key information within policy and other relevant publications relevant to the policy directions of the Partnership.
- The capability to independently set priorities, plan activities, identify performance outcomes and delivery projects (or initiatives) consistent with agreed objectives and set timelines.
- The ability to manage budgets by raising funds through campaign donation pages and membership outreach.
- An aptitude to exercise initiative and sound judgement, including the ability to recognise, mitigate and resolve minor problems and escalate issues when and if necessary
- The ability to effectively use Information Technology, especially Microsoft Office packages and web-based technologies.
- A strong knowledge basis and understanding of the current issues impact on Aboriginal and Torres Strait Islander health and wellbeing from both a historical and political perspective.
- An understanding and demonstrated commitment to the principles and practices of equity, diversity and OH&S in the workplace.

### **Qualifications**

A post-secondary qualification in Public Health, Public Policy or a related field is desirable but not mandatory

### **Selection Criteria**

Successful candidates will demonstrate the following:

1. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of the issues affecting Aboriginal and Torres Strait Islanders in contemporary Australian society and the diversity of circumstances of Aboriginal and Torres Strait Islander peoples.
2. The ability to communicate sensitively and effectively.

3. High level stakeholder management skills including the ability to communicate, liaise and build productive relations with a wide range of people, develop and maintain networks to support the Partnership's arrangements and political engagement.
4. The ability to manage and coordinate projects with the ability to meet deadlines and manage changing priorities and demands, including staff and resource management.
5. Demonstrated initiatives and drive, with the ability to work independently, to problem solve, deal with ambiguity, and deliver in a fast-paced working environment.

## Selection Criteria

To apply for the Executive Officer position, please provide the following two documents:

1. an up-to-date CV that includes the names and contact details (phone and email preferable) of two referees from recent positions you have held, and
2. a maximum 2-page statement outlining your ability to perform well in this role, and claims against the selection criteria.

Please send these documents to the admin team of the Partnership for Justice in Health via email [secretariat@p4jh.org.au](mailto:secretariat@p4jh.org.au) by **COB Monday 2 September 2024**. If you require further information, please contact Karl Briscoe on (02) 6221 9222.