

Governance And Policy Manager

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Company: Anyinginyi Health Aboriginal Corporation

Location: Australia

Category: other-general

Corporate Governance Location: Tennant Creek Job Title: Governance and Policy Manager
Classification: Administration & Support Officer (ASO) Employment Conditions: Full Time
Contract Salary: \$117,776 - \$141,106per annum. Generous salary packaging:
\$15,899.94p/a Professional development incentive: Allowance of \$1,500p/a Employment
Type: Full Time Reports to: Chief Executive Officer Employee access to Medical Services:
Free Prescriptions Amazing further benefits including 6 weeks annual leave as well as
personal/ carer's leave up to 10 days per year , free general dentistry and Remote retention
allowance of \$750 ! Exciting opportunity for a full time Governance and Policy Manager,
based in Tennant Creek. Join this community-based organisation and make a genuine
difference to our community! This is an integral and rewarding role within our Corporate
Governance Section, providing the chance to experience real job satisfaction every day -
don't miss out! You will be joining a friendly and professional team, where you will receive
personal and professional development opportunities from an employer who wants to provide
optimum working conditions! About us Anyinginyi Health Aboriginal Corporation (AHAC) is
a multi-disciplinary organisation which provides primary health care services to the
Aboriginal people of Tennant Creek and the surrounding Barkly region, dedicated to 'Closing
the Gap' in Aboriginal health within remote Australia. Anyinginyi consists of five different
sections (Health Services, Business Services, Public Health Unit, Sports and Recreation, and
Piliyintinji-Ki Stronger Families) which allow them to have a holistic approach to health ensuring
that clients' physical and emotional health and wellbeing is given the utmost priority.
Anyinginyi's mission is to be a provider of high quality holistic primary health care services

featuring prevention and treatment in the Barkly region in a culturally responsive way. About the Tennant Creek region Year-round blue skies, stunning landscapes and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in! As a small regional centre, Tennant Creek does not have the facilities one would find in larger country towns like Katherine or Alice Springs however it does provide for all the basics that most people require. There is a supermarket similar to a large IGA store, Post Office, clothing and furniture stores, Pharmacy, Newsagent, two banks (ANZ & Westpac), restaurants and coffee shops and four hotels/motels. It also has sporting facilities (e.g. swimming pool, basketball courts, tennis court, football ground, car racing track), and several tourists attractions within easy reach Like our Beautiful Lake Mary Ann!

About the Role

The Executive Officer's Primary Purpose of the Role is to lead work on strategy, planning and risk management , and provides advice to the Chief Executive Officer (CEO) on critical issues, opportunities, and risks to improve the effective and efficient functioning of Anyinginyi Health. Leading a small team ensuring all policies, governance and board secretariat tasks are up to date and compliant. More specifically, some of your duties will include (but will not be limited to): Provide leadership and strategic advice on Corporate Governance to ensure provision of quality, safe and cost-effective services consistent with legislation, standards, and community expectations. Perform the duties of the Public Officer of Anyinginyi Health Aboriginal Corporation, ensuring all reporting to the various statutory bodies is made within the required schedules. Support to Finance Audit and Risk Committee providing a risk perspective. Follow defined quality service standards, work health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services. Develop, implement, communicate, and maintain governance, risk, information, and compliance frameworks. As part of the leadership team contribute to the strategic leadership and management of Anyinginyi Health, working collaboratively with the Executive Officer to ensure joint initiatives are well planned and delivered. Drive efficiencies in meeting business unit and regulatory requirements. Commitment to CQI processes and procedures. Attendance to relevant Governance forums as required. Lead a team to deliver day-to-day and long-term strategic outcomes. Collaborate in the development of integrated, innovative service delivery models to achieve strategic directions and objectives. Provide Board training in leadership and governance as required. Leadership and development in assurance.

Develop and maintain Anyinginyi Health risk and governance policies, procedures, and standards to ensure they cover all aspects of risk and governance. Guide the Policy Officer in the maintenance of relevant policies and procedures, with regular review as determined necessary in conjunction with Executive Managers. Oversee all governance, statutory and compliance obligations. Track Projects. Respond to requests from researchers. About you To be considered for this position, you must maintain Respect for Traditional Culture and cultural diversity and acquire the ability to communicate effectively within a diverse working environment. Knowledge of strategic and business planning and demonstrated experience in reviewing and developing policies supporting business processes and systems, confident to identify opportunities for continuous improvement , with strong conceptual and analytical skills . High level interpersonal and professional written and oral communication skills and attention to detail , and well-developed engagement and influencing skills to collaborate effectively across diverse cultures. Tertiary qualifications in Governance, Risk, or related discipline or demonstrated experience in an Aboriginal community controlled primary health care environment will be highly regarded. The Governance and Policy Manager requires a current NT Driver's License to be successful in their application. Please note: A National Police Clearance and Ochre Card (NT Working with Children's) card obtainment is a requirement prior to commencement in this role. Please refer to NT Safe for further information. If you meet the above criteria and you're interested in contributing to an organisation where you can really make a difference in our local community, we want to hear from you! APPLICATIONS CLOSE FRIDAY 10TH MAY APPLY NOW!! No recruitment agencies please

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