



JOB DESCRIPTION

<i>Title:</i>	Transition Manager
<i>Responsible to:</i>	Chair of the Red Lily Health Board
<i>Location:</i>	Jabiru or Darwin
<i>Remuneration:</i>	Level 5 Step 3

Primary Objective

The Red Lily Health Board Aboriginal Corporation (RLHB) was formed in 2008 to empower Aboriginal people of the West Arnhem region to address the health issues they face through providing leadership and governance in the development of quality, effective primary health care services, with a long-term vision of establishing a regional Aboriginal Community Controlled Health Service.

Working with the Red Lily Health Board members, the Transition Manager will lead the transition process and provide a sound administrative foundation for the RLHB, including the management of current staff and the employment of new staff. The Transition Manager will provide leadership and act as the link between the organisation and the Board as it grows and will be responsible to identify opportunities for service expansion and the resources to implement these.

There is a preference for the role to be based in Jabiru Kakadu or Darwin. The Transition Manager will maintain relationships with key stakeholders and engage the community in transitioning local health services under RLHB.

All employees of RLHB are required to hold a *Working with Children Clearance Notice* (Ochre Card) or be able to obtain an Ochre Card within 6 weeks of commencing employment. A police clearance may be required in certain circumstances. And the applicant will need to be an Australian citizen or have the status of permanent resident.

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

Key Responsibilities:

In working under the direction of the Red Lily Health Board Aboriginal Corporation (RLHB), the Transition Manager needs to:

- a.** Coordinate regular RLHB Chairperson, Directors' and Executive meetings to guide the development of the organisation and its governance process and the transition of services to the organisation;
- b.** Develop and implement a solid, sustainable management base for the organisation, including appropriate HR protocols, financial controls and other administrative processes;
- c.** Identify potential existing programs to transition to, or to be purchased by, Red Lily Health Board and lead the successful implementation of potential opportunities.
- d.** Source or commission data on health needs / health service gaps across the region.
- e.** Identify and apply for additional resourcing opportunities to establish or purchase new services to meet needs and/or fill gaps.
- f.** Work with relevant organisations across the region to develop strategies to recruit and support ATSIHPs, ACWs and other Indigenous staff, including through identifying training needs and opportunities.
- g.** Maintain and build relationships with key decision-makers outside the region (eg. Northern Territory Aboriginal Health Forum and its Working Groups, AMSANT, NT Department of Health and Commonwealth agencies).
- h.** Ensure sustainability of funding to allow long-term planning and delivery of health services through Red Lily Health Board.
- i.** Manage and nurture the establishment of the Local Health Advisory Groups in West Arnhem region, to support opportunity for community input and local voice into health services across the region and participation in health planning processes.
- j.** Support the RLHB's governance processes, by providing secretariat support to Board and Executive meetings, assisting with arranging AGMs, and encourage local community members to become RLHB members.

Selection Criteria:

Essential

1. Demonstrated capacity and successful experience in managing health and project teams to produce effective outcomes.
2. Demonstrated experience of project management and project management methodologies, and practices and processes required to manage and coordinate range of work.
3. Demonstrated high-level time management, strong leadership and organisational skills, as well as advanced written, oral communication and interpersonal skills.
4. Demonstrated analytical and conceptual skills, especially the ability to present complex ideas and situations in a straightforward manner.
5. Demonstrated experience in community engagement and the ability to work and communicate with people from different backgrounds and in a multicultural environment, especially in an Indigenous and remote community environment.
6. Strong governance and demonstrated experience in leading change management and reform.
7. Current NT driver's licence and a capacity to travel within the Northern Territory including light aircraft (if necessary).

Desirable

1. Appropriate tertiary qualifications in a health, education, management or related field.
2. Demonstrated understanding of issues pertaining to Indigenous primary health care and current community controlled health sector and government policy objectives within the Top End and/or Central Australian context.