



POSITION DESCRIPTION	
Position	Executive, Organisational Development
Classification	Operations 8
Reports to	Chief Executive Officer
Location	Cairns servicing Cape York communities
Identified Position	The filling of this position is intended to constitute a special/equal opportunity measure under s 8(1) of the <i>Racial Discrimination Act 1975</i> (Cth) and s 105 of the <i>Anti-Discrimination Act 1991</i> (Qld). The position is therefore only open to Aboriginal or Torres Strait Islander applicants.

Direct Reports	Indirect Reports
<ul style="list-style-type: none"> • Workforce Manager • Marketing and Communication Manager • Learning and Development Manager • Planning and Development Manager • Community Engagement Officers 	<ul style="list-style-type: none"> • <13 – 25 employees>

Position Purpose

As a member of the Senior Management Team, the Executive, Organisational Development is responsible for providing strategic leadership to, and management of, the Organisational Development portfolio, which includes:

- Planning and Development including strategic and operational planning and organisational development
- Human Resources and Workplace Health and Safety
- Marketing and Communications
- Learning and Development
- Community Engagement

The Executive, Organisational Development will ensure that the organisational development portfolios support Apunipima’s comprehensive primary health care model which aims to maximise health outcomes for the Aboriginal and/or Torres Strait Islander people of Cape York.

Accountability	Responsibility / Task
Service Planning and Implementation	<ul style="list-style-type: none"> • Undertake ongoing practical and theoretical professional development relevant to the position responsibilities, as required • In collaboration with the relevant Senior Managers, develop and implement an organisational development model that is aligned with Apunipima’s strategic objectives and meets the needs of the Aboriginal and/or Torres Strait Islander people of Cape York. The model will focus on: <ul style="list-style-type: none"> - organisational and workforce planning and development,

	<ul style="list-style-type: none"> - community engagement, - industrial relations and human resources, - workplace health and safety, - learning and development, and - marketing and communications <ul style="list-style-type: none"> • Uphold strategic direction from the Board of Directors and Chief Executive Officer • Develop and present detailed and comprehensive reports on the Apunipima organisational development operations, including but not limited to briefings to the Board of Directors • Provide specialist advice and support to the Chief Executive Officer on matters relating to Apunipima’s organisational development generally and particularly in relation to the portfolio areas
Operational Management	<ul style="list-style-type: none"> • Demonstrate a commitment to community control • Drive key strategic projects and initiatives, including scoping and development • Provide detailed briefings to the Chief Executive Officer on key and priority matters, based on in depth research and stakeholder engagement • Investigate, initiate and develop business opportunities for Apunipima • Review processes and opportunities to improve quality, efficiency and productivity to reduce costs, increase profits or improve control measures • Ensure consistent flow of work processes and the dissemination of information relevant to the operations of Apunipima • Develop and implement key strategic organisational documents, then translate strategy into actionable goals and success indicators relevant to all employees • Lead the development of processes which support the delivery of a comprehensive primary health care model and compliance with relevant legislative requirements and standards for the functions of the organisational development portfolio • Ensure that identified risks are managed effectively, to minimise adverse effects on the organisation and the Cape York people • Develop and implement policies which support integrated and efficient processes, comply with legislative requirements and minimise organisational risk
Leadership and Team Development	<ul style="list-style-type: none"> • Provide sound, visible, accessible leadership, support and mentoring • Provide leadership to contribute to development of a high-performing organisation that has a culture of transparency, accountability and collaboration • Role model and promote the values of the organisation



	<ul style="list-style-type: none"> • Establish and lead workforce management processes which drive a high-performing organisation and the achievement of strategic objectives, with a culture of transparency, accountability and collaboration • Effectively lead and manage the Organisational Development team to ensure high performance and the delivery of quality, business focused services • As a member of the Senior Management Team, act as a change agent for organisational and people development • Provide comprehensive, culturally appropriate and accessible professional and organisational development leadership, including individual and group support and mentoring to employees • Develop and promote a positive workplace culture and a workforce that embraces ongoing change and evolution
<p>Relationship Management and Stakeholder Engagement</p>	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with key stakeholders and partners • Attend and participate in meetings, networks and forums relevant to the position • Establish and implement a community engagement framework, including community engagement initiatives, events and activities • Develop and maintain effective relationships with leaders and elders in Cape York communities, partner organisations and service providers • Represent Apunipima in negotiations with government/non-government agencies and community groups • Develop brand familiarity and loyalty through effective engagement, marketing and communication practices
<p>Financial, Monitoring, Reporting and Resource Management</p>	<ul style="list-style-type: none"> • Lead financial and resource management, and reporting, in accordance with the organisations reporting requirements and approved budget • Comply with and monitor legislative requirements, Delegations Manual, policies and procedures • Engage in, implement and oversee continuous quality improvement (CQI) activities • Ensure a safe working environment for self and others, be engaged in activities to help prevent injuries and illnesses and be accountable for workplace health and safety responsibilities • Monitoring of conformance with established safe systems of work • Report against program or work objectives and other measurable outcomes, as required • Ensure efficient financial and resource management and reporting, in accordance with Apunipima’s reporting requirements and within approved budgets, including overseeing the financial performance of the Organisational Development units

	<ul style="list-style-type: none"> • Ensure Apunipima meets statutory and legislative requirements relevant to the organisational development portfolios including Workplace Health and Safety and Equal Employment Opportunity • Contribute leadership in continuous quality improvement processes including accreditation against standards relevant to Apunipima's operations • Review organisational policies, procedures and practices annually to ensure legal compliance and industry best practice
Key Performance Indicators	<ul style="list-style-type: none"> • Achievement of strategic objectives relevant to the Organisational Development portfolio • Compliance with legislation and contractual requirements relevant to Organisational Development portfolio • Implementation, monitoring and review of portfolio strategic frameworks and plans to ensure alignment with strategic objectives of the organisation • Provision of timely and accurate advice and information relating to the Organisational Development portfolio • Provision of strategic and operational leadership within the portfolio area and across the organisation • Identification and management of risks relevant to the Organisational Development portfolio • Management of portfolio budgets and resources in accordance with organisational requirements
Qualifications/ Registrations/Associations	<p>Essential</p> <ul style="list-style-type: none"> • Current Queensland Drivers Licence • Blue Card (Working with Children Card) • AFP National Police Check • Tertiary qualification in a field relevant to the position or significant experience in a similar role within a not-for-profit organisation, preferably within the Aboriginal and Torres Strait Islander health sector
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Executive/senior management experience, with proven ability to work collaboratively as part of a multidisciplinary senior management team • Experience providing strategic leadership and management in a range of organisational development functions, including workforce, human resources and industrial relations, change management, workplace health and safety and community engagement • Complex project management experience, ensuring the achievement of strategic objectives and measurable outcomes



	<ul style="list-style-type: none"> • Developed understanding of the issues affecting Aboriginal and Torres Strait Islander people in contemporary society, preferably with an understanding of the specific issues and circumstances of the people of Cape York • Experience resolving complex issues and devising innovative solutions, based on research and data analysis together with the ability to interpret and apply relevant policies, standards and legislative requirements and evaluate outcomes • Experience identifying and implementing realistic opportunities to advance an organisation utilising initiative, good judgement and discernment of environmental factors
<p>Knowledge/Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • Understanding of the historical and contemporary issues that impact on Aboriginal and/or Torres Strait Islander people and their communities, particularly in Cape York • Ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people in accordance with community protocols and customs • Demonstrated understanding of the principles of Aboriginal and/or Torres Strait Islander community control • Must be willing and have the ability to travel in Cape York either by light aircraft or 4WD as required • Well-developed interpersonal, negotiation and communication skills, including an ability to influence internal and external stakeholders including government agencies, employee representatives and industry partners • Ability to exercise good judgment to ensure the effective management of risks and actions which are consistent with the strategic direction of the organisation • Demonstrated ability to establish and maintain strong working relationships with a broad range of stakeholders from all backgrounds and levels, including with Aboriginal and Torres Strait Islander people and communities • Demonstrated understanding and commitment to the principles of the Aboriginal Community Controlled Health Sector and the delivery of comprehensive primary health care to Aboriginal and Torres Strait Islander people • Be politically astute, with demonstrated lobbying and advocacy skills