

POSITION DESCRIPTION

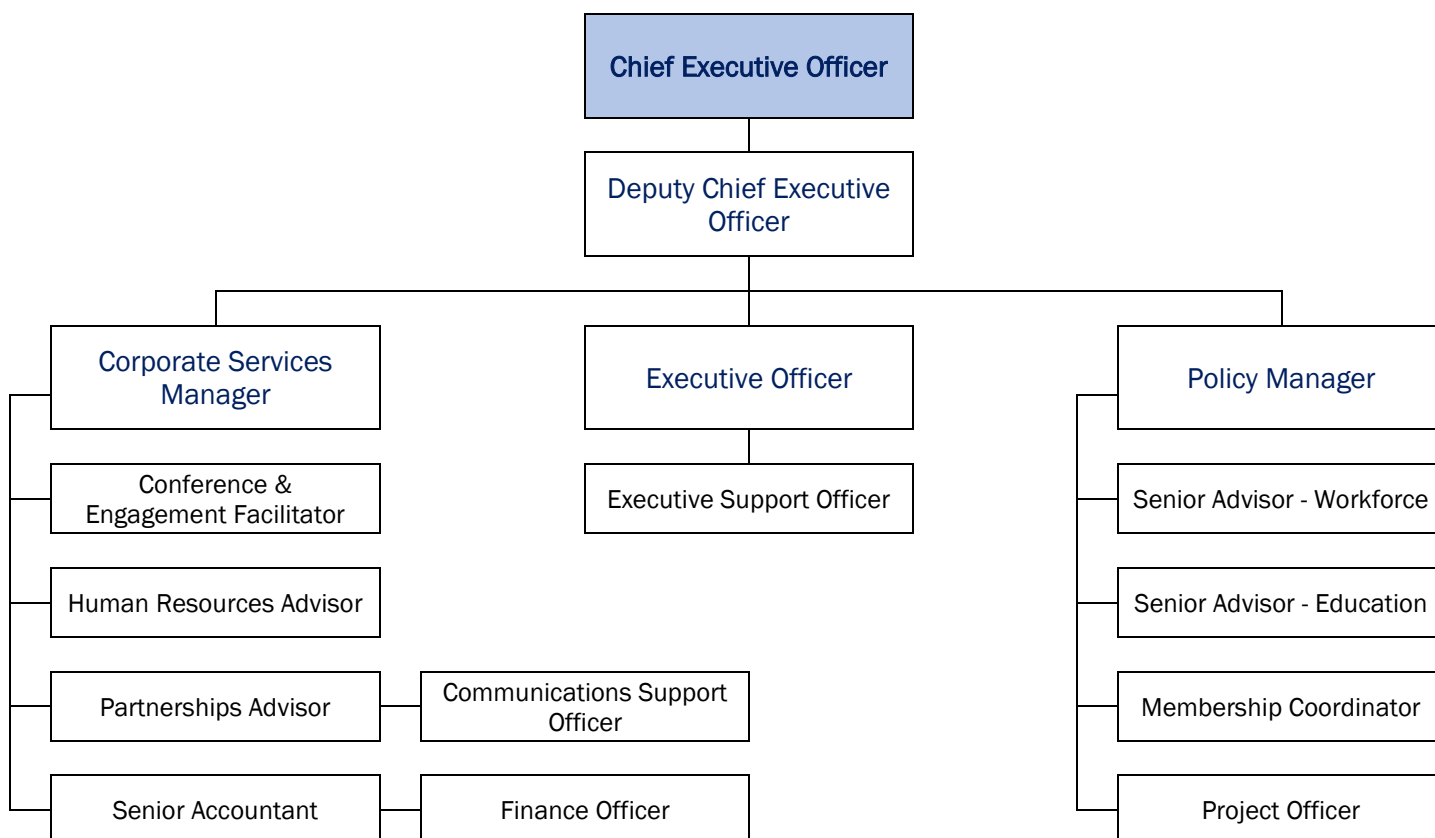
Chief Executive Officer



Position	Chief Executive Officer
Business Unit	Executive
Classification	Above Award
Location	Old Parliament House, 18 King George Terrace, Parkes ACT

Organisational Relationships

- Responsible to: AIDA President
- Responsible for: Deputy Chief Executive Officer



POSITION DESCRIPTION

Chief Executive Officer



Organisational Values

Values

The Australian Indigenous Doctors' Association:

- is respectful and reflective of our connections to the past, present and future;
- pursues social justice, Indigenous and human rights;
- maintains cultural integrity, honesty and transparency; and
- fosters the highest standards of professionalism and excellence.

Code of Conduct

All Australian Indigenous Doctors' Association members and employees must:

- at all times behave in a way that upholds the AIDA Values;
- treat everyone with respect, dignity, courtesy, sensitivity, and ensure that they do not become involved in or encourage discrimination or harassment;
- practice cultural safety and respect the diversity of experiences, expertises and opinions within the organisation;
- act professionally, with discretion, confidentiality and sound judgement;
- act with care and diligence in the course of AIDA membership/employment; and
- declare all involvements or interests that may be either perceived or actual conflicts and stand aside, as necessary, from decision making on these matters.

Key Duties / Result Areas

In accordance with principles of workplace diversity, workplace participation, safe working environment and the empowerment of Aboriginal and Torres Strait Islander people, you will undertake the following tasks either individually or as a member of a team.

Position Objectives

- ❖ Be visionary, strategic and knowledgeable in relation to Aboriginal and Torres Strait Islander health, education and objectives of the organisation as a whole
- ❖ Inspire and harness the confidence of the AIDA Board
- ❖ Respect community processes and consultation, as well as sound governance and management principles and practices.

Specialist

1. Liaise with, support and report to the AIDA Board
2. Achieve the goals and objectives of the Strategic Plan
3. Develop relationships and partnerships with key stakeholders
4. Represent the organisation, including speaking in public forums, connecting with the general community and the broader Australian political, medical, health and educational communities
5. Maintain an effective management team
6. Support and inspire staff in a team environment
7. Ensure reporting requirements to the Board, members and funders are carried out efficiently and effectively
8. Ensure sound financial and human resource management
9. Other duties within your capabilities as directed by the Board

POSITION DESCRIPTION

Chief Executive Officer



Risk Management

10. Be responsible for apply WHS to daily tasks performed in the workplace
11. Report all matters beyond your authority promptly
12. Take all practical measures to ensure your workplace is safe and without risk to health or safety

Administration

13. Oversee continuous quality improvement systems that enhance the effectiveness, efficiency and productivity of the organisation.
14. Effectively liaise, negotiate and influence a range of stakeholders in government, non government and corporate sectors including both Indigenous and non-Indigenous stakeholders.
15. Effectively contribute to AIDA organisational outcomes, strategic directions, planning, implementation, evaluation and quality improvement.
16. Provide timely updates and input to cross-team outcomes that support organisational goals and deliverables.
17. Undertake effective records management.
18. Work as an effective member of the AIDA team including building relationships across AIDA to achieve organisational outcomes.
19. Develop a program of personal education relative to this position and undertake relevant training
20. Maintain a personal time management system to ensure deadlines are met; to ensure that other staff are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Core Capabilities

Essential

- Relevant qualifications **and/or** experience
- Demonstrated ability to shape strategic thinking
- Demonstrated ability to achieve results
- Demonstrated ability to cultivate productive working relationships and manage staff
- Exemplifies personal drive and integrity
- Demonstrated ability to communicate with influence

Desirable

- Experience in a not-for-profit organisation

This attachment sets out the type of information we are looking for against each of the selection criteria listed above. You will see that under each selection criteria there is a list of bullet points which provides guidance on the types of things that are considered relevant against the criterion. **Please note that you are not limited to the dot points provided and that you are not expected to address each dot point - they provide additional guidance only...**

Relevant qualifications and/or experience

- apply qualifications in an area similar to that described in the Position Description for this position
- gained and/or apply experience in an area(s) similar to that described in the Position Description for this position

Ability to shape strategic thinking

- inspires a sense of purpose and directions
- focuses strategically
- harnesses information and opportunities
- shows judgment, intelligence and common-sense

Ability to achieve results

- builds organisational capability and responsiveness
- marshals professional expertise
- steers and implements change and deals with uncertainty
- ensures closure and delivers on intended results

Ability to cultivate productive working relationships and manage staff

- nurtures internal and external relationships
- facilitates cooperation and partnerships
- values individual differences and diversity
- guides, mentors and develops people

Exemplify personal drive and integrity

- demonstrated personal professionalism and probity
- engages with risk and shows personal courage
- commits to action
- displays resilience
- demonstrates self-awareness and a commitment to personal development

Ability to communicate with influence

- communicates clearly
- listens, understands and adapts to audiences
- negotiates persuasively