

**Carnarvon Medical Services**  
**Aboriginal Corporation**  
(ICN: 499)

# APPLICANT JOB PACKAGE

This information package has been designed for people interested in the position advertised by the corporation.

Before submitting your application please read the information in this kit and the information specific to the job. This should assist you in deciding whether your experience, skills and abilities match the requirements of the advertised job ad enable you to prepare an appropriate application.

## List of Contents

1. Application for Employment Form
2. Job Advertisement
3. Selection Criteria
4. Job Description
4. Guide for Job Applicants
5. *Tabled Information (if any)*

## In your application

- ensure that all relevant documents and information are attached;
- ensure the application is signed and dated and include a contact telephone number (during day); and
- ensure application is submitted by the due date.

Please mark the envelope "Private and Confidential" and send your application to:

ORIC  
ORA Contact Person  
PO Box 2029  
Woden ACT 2606

**or** email your application to the following email address:

Email: ora@oric.gov.au

Fax: (02) 6133 8080

Phone: (02) 6146 4729 / 6146 4730.

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## Application for Employment Form

<b>Carnarvon Medical Service Aboriginal Corporation (ICN: 499)</b>
<b>Position Applied for: Chief Executive Officer</b>

<b>Applicants Details</b>		
Given name:	Family name:	
Street address:		
Postal address:		
Home Ph:	Work Ph:	Mobile Ph:
Fax:	E-mail:	
Do you have a current Police Clearance		
Are you an Aboriginal or Torres Strait Islander person		
Are you an Australian citizen <b>or</b> have the status of permanent resident in Australia?		

<b>Referee Contacts</b> (provide name, position, phone number and organisation)	
<i>Referee No.1</i>	<i>Referee No.2</i>

.....  
*Applicants signature*

.....  
*Date*

If you have any queries regarding your application, or any other matter, the Contact Person will be able to assist you. You will be notified of the results of your application as soon as practicable.

If you are called for an interview and have any special requirements (e.g. wheelchair access to building), advise the Contact Officer.

*The corporation is not required to refund any costs involved in attending interviews.*

<b>Office Use Only</b>	
Date of notice to applicant:	Interview:    Yes <input type="checkbox"/> No <input type="checkbox"/>
Interview date/time:	Docs sighted by:

## Job Advertisement

### **Carnarvon Medical Service Aboriginal Corporation (CMSAC) Chief Executive Officer**

The Carnarvon Medical Service Aboriginal Corporation (CMSAC) is an Aboriginal Community Controlled Health Service (ACCHS).

CMSAC provides primary and secondary health programs and services to the community of Carnarvon and surrounding areas including; Mungullah Community and the Gascoyne Junction Community. In December 2013, its services will expand to Shark Bay and Coral Bay region.

The directors of the corporation are seeking to employ a Chief Executive Officer. This position provides an exciting and challenging opportunity for a suitably experienced professional, with the ability to communicate effectively with Aboriginal people.

The Chief Executive Officer's position works with the Board of management to manage and administer the delivery of health services to Aboriginal people in the Carnarvon region.

Support the Board of Management in implementing significant elements of Carnarvon Medical Service Aboriginal Corporation's service agreement with OATSIH, its primary funding body, and in accordance with relevant schedules and Business Plan including:

- Contract Management, and negotiation and renegotiation of health contracts.
- Relationship management with funding bodies and the Commonwealth, State, Regional Health Services and Aboriginal Communities.
- Support and implement the planning responsibilities of the organisation and
- Work cooperatively with the management team.

Aboriginal people are strongly encouraged to apply.

#### **How to apply and contact for more information**

Applicants must address the Selection Criteria and provide a current resume outlining qualifications and experience. To obtain the Applicant Job Pack please email: [ora@oric.gov.au](mailto:ora@oric.gov.au) or phone: (02) 6146 4729 / 6146 4730.

For further information about the position please contact Leslie Cook on 0487 651 370.

**Applications close: 12 May 2013**

## Selection Criteria

### SELECTION CRITERIA

The following criteria reflect the abilities, qualifications, experience, standard of work performance and personal qualities sought in the occupant of the position.

#### Criterion 1

Extensive experience in senior management and in Aboriginal primary health care, including the ability to facilitate workforce effectiveness by making a contribution at executive level in the area of clinical administration and practice.

#### Criterion 2

Ability to provide strong leadership to the corporation. Demonstrated experience in strategic planning, ability to utilise analytical problem solving skills to develop and implement strategies to improve service delivery.

#### Criterion 3

Highly developed written, verbal and interpersonal communication skills, including report writing, facilitation and negotiation skills.

#### Criterion 4

Demonstrated capacity to administer legislation; knowledge of statutory, legal and contractual obligations, and a sound knowledge of corporate governance processes, including proven ability to work with and advise a board of directors.

#### Criterion 5

Demonstrated experience in working with government departments and community controlled organisations, and the ability to forge strong partnerships and trust with key stakeholders and funding agencies.

#### Criterion 6

Demonstrated ability to communicate effectively and sensitively with Aboriginal people; and knowledge and understanding of Aboriginal culture and contemporary society.

### Other Requirements and Qualifications

- Tertiary qualifications of a relevant degree in Business Administration, commerce, management/health management or equivalent
- Current "C" Class Driver Licence
- Working with Children Certificate
- Current Police Clearance

## Job Description

### **Summary of Job Purpose:**

The Chief Executive Officer's position works with the Board of management to manage and administer the delivery of health services to Aboriginal people in the Carnarvon region.

Support the Board of Management in implementing significant elements of Carnarvon Medical Service Aboriginal Corporation's service agreement with OATSIH, its primary funding body, and in accordance with relevant schedules and Business Plan including:

- Contract Management, and negotiation and renegotiation of health contracts.
- Relationship management with funding bodies and the Commonwealth, State, Regional Health Services and Aboriginal Communities.
- Support and implement the planning responsibilities of the organisation and
- Work cooperatively with the management team.

### **Staff Directly Supervised:**

Senior Medical Officer  
Clinic Manager  
General Manager  
Manager, Finance and Human Services

### **Responsibilities:**

#### **General**

1. Ensure the Board of Management is provided with the support, information and expertise required to effectively meet their responsibilities.
2. Ensures the service runs effectively and efficiently on a day-to-day basis.
3. Be responsible for the development and implementation of information systems and the development, maintenance and implementation of the Carnarvon Medical Service Aboriginal Corporation's policy and procedures manual.
4. In conjunction with the Finance and Audit Committee, be responsible for the financial management of the Corporation.
5. Establishes and maintains an effective system of communications throughout the membership and the Aboriginal health care stakeholders.
6. Supervise senior staff to carry out administrative and functional responsibilities in accordance with CMSAC's policy and applicable laws.

#### **Planning and Service Delivery**

1. Plans, coordinates and controls the daily operations of the Corporation through the Board of Management.
2. Establishes current and long-range goals, objectives, plans and policies, subject to approval by the Board of Management.
3. Provides advice, support, guidance, direction and authorization to carry out major projects in a timely manner, consistent with the funding agreements, established policies and Board of Management.
4. Assist in the development of an Annual Plan and coordinate the activities of the service, ensuring they are in accordance with the plan.

5. Develop for consideration by the Board of Management appropriate programs and policies for meeting the needs of clients.
6. Coordinate the delivery of all services.
7. Ensure that appropriate client records and data on services are maintained and that regular evaluations of client need and service delivery occur.
8. Attend regular meetings of the senior management team and staff meetings.
9. Reviews operational performance indicators in line with the CAMSC Business and Strategic Plan, comparing established objectives and take steps to ensure that appropriate measures are taken to correct unsatisfactory results.
10. Supports the CAMSC Board of Management in advocacy.

### **Public Relations and Fund-raising**

1. Represent the service to Government, other community agencies and their wider community.
2. Coordinate the development of appropriate promotional material.
3. Prepare submissions for funding and policy submissions to Government and other bodies.
4. Develop links with relevant organisations to promote greater and more effective coordination of services for the community.

### **Regional Planning and the Federation**

1. Works collaboratively to plan implement and evaluate the Pilbara Regional Aboriginal Health Plan at a regional and service-wide level.
2. Advises the Federation of Pilbara Aboriginal Health Services the priorities and needs of Aboriginal Communities in the Pilbara region.
3. Facilitates the development of Aboriginal Primary care services on a regional level.
4. Provides link between Pilbara ACCHO's and other Health related service providers in relation to projects that target Aboriginal people.
5. Conducts active coordination of regional research, community consultations, and data collection and analysis to support an evidence-based Regional Aboriginal Health Plan.
6. Resource Allocation, Identifies funding opportunities (internal and external) and assists in funding submissions for Pilbara ACCHO's and health advancement projects for Aboriginal Communities.

### **Workforce Development**

1. Work in conjunction with the Western Australian Aboriginal Community Control Health Organisation (WAAACCHO) to implement the Aboriginal and Torres Strait Islander Workforce National strategic framework on a regional level.

### **Other Duties**

1. Arrange and attend monthly Board of Management meetings.
2. Provide a written monthly report to the Board of Management on the operations and finance of the service.
3. Carry out other duties consistent with the philosophy and objectives of the organisation, its service agreements and the law as directed by the Management Committee.

## Guide for job applicants

### INTRODUCTION

The suitability of applicants is assessed using a competitive selection process. The corporation is committed to maintaining equity and fairness in recruitment and selection processes and recognises merit as the primary basis for selection. Merit is determined through an assessment of a person's abilities, qualifications, experience, standard of work performance and qualities relevant to the performance of the duties of the position.

Most vacant positions are advertised in the local and national newspapers. Some positions may also be advertised in national Aboriginal newspapers. Information in advertisements is necessarily brief, but the important features to note include:

- The **ESSENTIAL** requirement(s) of the job. You must demonstrate that you meet each of the essential requirements, or your application must be culled (eliminated).
- The **DESIRABLE** qualities -demonstrated ability or experience in any or all of these areas will improve your application.
- The **DATE** by which you must submit the application. Late applications will generally not be considered unless you have previously contacted the Contact Officer prior to the deadline indicating that you wish to apply and stating valid reason(s) why your application will be late.
- All enquiries regarding the job should be directed to the **CONTACT PERSON** who can provide more information about the job.

### Steps in the process

1. Complete the Application for Employment Form
2. Address the selection criteria
3. Compile your resume, setting out your particular skills and attributes.

To enable the Selection Panel to give every consideration to your application you will need to attach details regarding the following areas:

<b>Claim for position/ addressing the selection criteria</b>	<p>The advertisement lists certain essential criteria, which will be used to assess your application. It is essential that in your application you address each selection criterion outlining your relevant skills, capabilities, experience and qualifications and using relevant examples from your work or community roles to demonstrate your ability to meet each criterion.</p> <p>If any criterion is not addressed, or insufficiently addressed, your application may not receive further consideration.</p>
<b>Additional Information</b>	<p>Give details of any additional skills, qualifications, interests, activities, or any other matters, which may assist your claim for the position you seek. You may include: Languages; short courses; social/sporting interests; computer/technical skills; union membership; driver's licence; community activities.</p>
<b>Education</b>	<p>Give details of any school, university or college qualifications and studies completed or being undertaken relevant to the position. Show the institution, years attended and results.</p>
<b>Referees</b>	<p>Include the names and telephone numbers (during business hours) of at</p>



	least two (2) referees who can comment on your previous employment. Referees will be asked to provide information on your past employment and work performance relevant to the selection criteria for this position.
<b>Current resume</b>	Provide a current resume which includes your personal particulars, employment experience and relevant qualifications. You may include any temporary or part-time positions and experience gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities.
<b>Promotions/ transfers</b>	If you are applying for a promotion or transfer, do not think that because people may “know” you, a brief application will do. Applicants will be selected for interview from the information contained within their application. If you wish to be considered equally with all of the other applicants you will need to ensure your application is as detailed as it would be if you were applying to any other organisation.
<b>Cultural awareness</b>	You should expect the selection panel to ask you questions about your experience working with, and engaging with Aboriginal and Torres Strait Islander people. Your awareness and appreciation of Aboriginal and Torres Strait Islander cultural customs is important.
<b>Remoteness</b>	The selection panel will want to draw out from you your ability to cope with challenges associated with delivering services in remote and regional areas.

### **Closing Date**

Applications must be received by 5.00pm on the date specified in the advertisement.

#### **4. Recruitment selection process**

##### **Interview and Assessment**

Interviews and selection are conducted by a panel of at least three people. The panel usually includes a corporation director, an independent (a person not employed by the corporation) and another person/s who can contribute to the selection process.

The recruitment selection panel assesses your application against the “essential” and “desirable” criteria of the position. The most competitive applicants are called for an interview where the panel conducts a more detailed assessment.

If called for an interview, you will be asked questions related to the duties of the position and the advertised selection criteria. You may also be asked to tell the panel more about particular areas of your application. You will be able to ask questions about the position and provide the panel with more information to help your application.

If you are requested to attend an interview and you have any special needs (for example, wheelchair access to the building) you should tell the person who contacts you about the interview. Interviews may be conducted by telephone if travel distances make it difficult to arrange face-to-face interviews.

You should be available for an assessment from the advertised closing date. The recruitment selection panel will try to ensure that a minimum of two days notice for an interview is given to short-listed applicants. Please note that if you are going to be absent from work and/or home at

any time within one month following closure of the application period, please note this on your application and, if possible, provide alternative contact details.

The panel discusses which applicant best meets the selection criteria and writes a report which rates the strengths and weaknesses of each applicant. A recommendation is made to either offer the position to the best applicant or take further action (for example, re-advertise the position).

### **Employment is subject to**

- (a) The applicant being an Australian citizen or having the status of permanent resident in Australia.
- (b) The applicant providing proof of identity and any other necessary documentation.
- (c) A satisfactory Criminal Record check on the prospective applicant.
- (d) Confirmation that the prospective applicant is not disqualified from managing Aboriginal and Torres Strait Islander corporations in accordance with the *Aboriginal (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).

### **Feedback**

You will be advised in writing of the result of your application after the selection process is completed, normally within 3 weeks of interviews being conducted.

*If you are short-listed*, you will be offered the opportunity to receive feedback on your assessment. All applicants will be advised regarding the success of their application at the completion of the process. If your application is successful a recruitment selection panel representative will contact you and offer the position to you.