Regional Manager – Deadly Choices (CQ)
(Fixed term, fulltime position based in Central Queensland)

What do we do?
The Institute for Urban Indigenous Health (IUIH) was established to provide a coordinated and integrated approach to the planning, development and delivery of primary health care services to Aboriginal and Torres Strait Islander populations within the South East Qld Region. The IUIH is a lead agency working in partnership with key stakeholders to support the effective implementation of the Council of Australian Governments ‘Closing the Gap’ initiatives.

- Play an integral role in leading the Deadly Choices program in Regional Queensland
- Join this dynamic organization and drive your career forward
- Competitive Salary Package arrangements are available

This role...Reporting to the General Manager – Deadly Choices you will manage, market and implement school and community based health education, promotion and prevention activities into Central Queensland.

In doing this, you will:
- Manage and oversee the effective implementation of Regional Deadly Choices programs and clinical integration focused on tobacco cessation; and
- Assist local and regional Indigenous communities through adopted objectives and plans to reduce chronic disease factors improving nutrition and increasing physical activity.

To be successful in this Regional Manager role, you will have:
- Significant program planning and delivery management experience (preferably working with Aboriginal and Torres Strait Islander people) in health education, promotion and prevention across not only the region but those issues facing this sector
- Hold solid leadership and management experience to effectively plan, develop and manage people to achieve outcomes
- Demonstrated ability to research and analyse complex material, summarise issues and develop timely solutions;
- Demonstrated ability to contribute strategically and in an innovative way to the Deadly Choices program

This will mean you need to be a:
- Highly skilled and experienced skill in program planning and delivery
- Great networker, impact / influencer and advocate for what you and IUIH believe in;
- Strong communicator with an ability to articulate your written, verbal and interpersonal skill in a concise, compelling and diplomatic way.

In return, you will be rewarded with the opportunity to develop your career within this organisation that truly values its people.

Enquiries regarding the position can be directed to:
Keiron Lander by email at keiron.lander@iuih.org.au
Applications (Resume and brief Covering Letter) must be submitted via Seek.com
APPLICATIONS CLOSE – 4.30pm WEDNESDAY 09 AUGUST 2017
**Position title**  Regional Manager – Deadly Choices (CQ)

**Location**  Based in the Central Queensland Region (Rockhampton/Fraser Coast/Gladstone) and may be required to relocate, or work from various locations, in line with Program service delivery

**Reports to**  General Manager Deadly Choices

**Direct reports**  Deadly Choices Tobacco Officers

**Position Status**  Full time for fixed term through to 30 June 2018, in line with Program funding.

**Date of Approval**  July 2017

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**ORGANISATIONAL CONTEXT**

The Institute for Urban Indigenous Health (IUIH) is the peak regional entity for Aboriginal and Torres Strait Islander Community Controlled Health Services (CCHS) in South East Queensland. IUIH was by four independent CCHS in SEQ, to provide for the needs of Australia’s second largest Aboriginal and Torres Strait Islander population.

IUIH works in combination with its members and the now expanded network of CCHS operated clinics across SEQ, to deliver comprehensive, need responsive and integrated primary health care services to Aboriginal and Torres Strait Islander people. Regional services provided span the the primary health care continuum encompassing: community engagement and health education; health promotion and prevention; screening, treatment and management; referral and linkage; and follow-up. The focus is on provision of wrap around services across the lifespan to support different stages and levels of individual and family need. Coordination of integrated services that respond to our populations’ chronic and complex care needs is of dual priority, in combination with targeted evidence based preventative and screening services.

IUIH has developed the Deadly Choices Strategy in combination with consortium members across Queensland. The aim is to provide a regionally consistent, best practice and culturally tailored approach to Aboriginal and Torres Strait Islander health education, promotion and prevention, with a focus on tobacco and smoking cessation that will deliver on and exceed the objectives of the Australian Governments Tackling Indigenous Smoking Activity program (TIS).

**POSITION OBJECTIVE**

The Regional Manager is responsible for the management, marketing, and implementation of school and community based health education, promotion and prevention activities into the Central Queensland (Gladstone, Fraser Coast & Rockhampton) areas.

Specifically the Regional Manager will lead the implementation of the Regional Deadly Choices Program, in line with the Regional Action Plan, the Deadly Choices and Smoking Cessation Procedures Manuals and the objectives and plans of regional CCHS’s; to assist local and regional Indigenous communities to reduce chronic disease factors, particularly smoking cessation, improving levels of nutrition and increasing physical activity.
GENERAL RESPONSIBILITIES
The roles and responsibilities of this position include, but are not limited to:

Program Planning
Work with the State level Program team and regional ACCHS Managers to:
- Coordinate the drafting of a detailed Regional Action Plans, which provide a structured plan for program delivery and quantitative and qualitative performance targets
- Work with ACCHS’s to determine their own training needs and coordinate training dates
- Work with ACCHS’s to plan the schedule of community days and inform of school program dates and contacts
- Work with ACCHS’s to agree performance indicators and establishment and review of data collection and reporting processes and systems
- Identify requirements and coordinate the ordering for provision of Deadly Choices marketing materials
- Identify and submit Deadly Choices Ambassador request to the State Program team
- Manage the scheduling of program training to the regional Deadly Choices staff
- Develop a master regional program schedule; detailing all school programs, Community Days, CCHS based clinics and training days
- Liaise with the state level Program team re Communication and Marketing requirements and campaigns. Including coordinate local stories and reports, input to messaging content and coordinate regional distribution channels in line with Program Communication framework and protocols
- Provide regular program activity and statistical reports to the Deadly Choices General Manager CCHS management as required
- Provide evaluations and reports on regional/ CCHS capacity and risks as required

Program Delivery
Lead a regional team in the delivery of planned health education, promotion and prevention activities across the region, this includes;
- Coordinate delivery of the Deadly Choices Program and Community Days, including:
  - logistics and set up for delivery of the Deadly Choices education program into schools and communities
  - coordinate the logistics for Community Days
  - distribution of health information/program materials and support to participants in making healthy lifestyle choices and understanding of risk factors
  - promotion of CCHS services and drive referrals for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases as appropriate
  - distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained
  - reporting of program attendance and outcomes
- Coordinate the delivery of CCHS Clinic Support Activities, including;
  - Work with CCHS’s to identify opportunities for clinic based education and promotions
  - Undertake the set-up of displays and stalls within CCHS clinics, with a focus on tobacco education and awareness, healthy lifestyles and linkage to clinical supports and services
  - assist CCHS’s with logistics of facilitating the delivery of 1 on 1 comprehensive smoking cessation journey with patients of their clinics
Undertake and/or support the quality delivery of the workshop sessions covering tobacco use and smoking cessation and/or mental health and nicotine dependence

Undertake the distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained

Coordinate the delivery of Deadly Places, Smoke Free Spaces project in CCHS’s, including:

- coordinate support work to CCHS staff and families, to assist in the reduced prevalence of smokers and reduction of smoking in the workplace
- coordinate direct smoking cessation and nicotine dependence education and support to CCHS staff

**CCHS Staff Training and Clinic Process Improvement**

Lead the regional team in the delivery of a range of workshops and support activities for CCHS staff, to improve CCHS tobacco cessation screening and intervention practices and processes, this includes;

- Coordinate delivery of CCHS Staff Training Workshops
- Support CCHS clinic and program staff to build knowledge and capability to address and respond to tobacco use and nicotine dependence
- Work with CCHS to identify and strengthen internal referral pathways between services and programs, to assist access to support services and programs
- Identify continuous improvement opportunities

**Operational Processes and Administration**

- Maintain effective planning and reporting documentation
- Input to regional and CCHS budget development processes
- Coordinate collection of data and feedback to assist in the evaluation of program activities
- Provide evaluations and reports on CCHS capacity and risks as required
- Manage expenditures and budget requirements in line with policies and procedures.
- Prepare monthly activity progress reports
- Prepare ad hoc reports as required

**Staff Management**

- Manage the recruitment of regional workforce to deliver programs
- Develop and sustain staff commitment to Program objectives and business vision and values
- Maintain confidentiality in line with Code of Conduct & comply with all Corporate Policies and Procedures
- Contribute to continuous process improvement
- Supervise and conduct the performance of appraisal of direct reports
- Ensure effective staff management practices are in place regarding attendance, discipline and staff development
- Manage and promote and ensure a safe and healthy work environment
- Work within a legal and ethical framework

**Develop and Maintain Linkages**

- Ensure effective Client and Community engagement processes are established
- Foster productive working relationships with CCHS management and staff
- Develop and maintain effective relationships with the communities in the target areas
Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training.

SELECTION CRITERIA

- Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business
- The ability to work with other health professionals and organisations
- Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people
- Interpersonal skills that demonstrate the ability to effectively communicate, negotiate and liaise with clients and members of the community, general and technical staff in the provision of professional quality client service
- Demonstrated ability to plan, develop, deliver and evaluate health promotion programs to Aboriginal and Torres Strait Islander target groups in the target area
- Demonstrated competence in use of Business technology and desktop applications; internet, word, spreadsheet and database packages
- Good communication and interpersonal skills

QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma in Social Services or Business – desirable
- Certificate IV or above in a relevant VET qualification e.g. Certificate IV in Alcohol and Other Drug or equivalent preferred, plus TAE and Counseling qualifications highly regarded
- Senior work experience in Education and/or similar Community Preventative Health programs

PRACTICAL REQUIREMENTS

- Current C Class Drivers Licence (Queensland) – essential
- Satisfactory police check – no serious/criminal/court record, especially in the areas of fraud and corruption
- Current Blue Card (working with children and young people) or willingness to apply for a Blue Card
- Travel across region is required