

# Position Description

## SECTION 1: POSITION IDENTIFICATION

Position Title: Aboriginal Advisory Committee Secretariate Support

## SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Manager Regional Services and responsive to the Chairperson of the Aboriginal Advisory Committee.

Positions with direct responsibility to this position: Nil

Classification Level: 2

## SECTION 3: KEY RESPONSIBILITIES

As a support member of the Aboriginal Advisory Committee (AAC) contribute to the aims, objectives and culture consistent with the values of the AAC and Rural Health West to ensure all Western Australian communities, particularly Aboriginal people and communities have ready access to qualified and experienced health professions.

The position will work to support the AAC by providing administrative support and secretarial services.

## SECTION 4: POSITION RELATIONSHIPS

The position will work as a member of the Regional Services team and will be responsible to the Manager Regional Services. The position will also be responsive to the AAC Chairperson.

## SECTION 5: STATEMENT OF DUTIES

### Meeting management and record keeping

- Maintain the AAC statutory registers, company records and documentation.
- Arrange all aspects of AAC and sub-committee meetings including logistics, agendas, minutes, travel and accommodation.
- Coordinate with the AAC Chairperson and RHW on the advisory requests and dissemination of advice to Rural Health West.
- Maintain the advisory register based on requests received and advice given from the AAC.
- Coordinate AAC member attendance at events, workshops and/or training.
- Coordinate AAC onboarding and induction process including associated Human Resources and Payroll documentation with support from HR and Payroll.
- Coordinate receipts and expenses documentation with Finance.
- Travel with AAC for meetings (as required).

## **Stakeholder communication**

- Support the communication between the AAC and other stakeholders, including Rural Health West employees, with high levels of confidentiality and integrity.

## **SECTION 6: SELECTION CRITERIA**

### **Essential**

- Strong organisation and time management skills, with ability to prioritise tasks.
- Excellent written and verbal communication skills.
- Proficient in Microsoft office suite (Word, Excel, Outlook, PowerPoint and Teams).
- Able to work independently and as part of a team.
- Aboriginal and/or Torres Strait Islander identity.  
*Aboriginal and/or Torres Strait Islander person who identifies and is recognised as such by their community (this is a genuine occupational requirement under section 50 of the Equal Opportunity Act 1984 (WA)).*

### **Desirable**

- Experience in a similar role

## **SECTION 7: APPOINTMENT FACTORS**

- Some intrastate travel may be required.

## **SECTION 8: RURAL HEALTH WEST'S VALUES**

### **Living our Values**

At Rural Health West we have four values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

#### **Community - we work hard to ensure rural communities have access to quality health services**

- We provide solutions and services that support and enable the communities we serve
- We identify relationships and proactively work on building and nurturing them
- We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner

#### **Integrity – we do the right thing, always**

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

#### **Innovation – we embrace change and strive for improvement**

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

#### **Accountability – we value the trust placed in us by our customers, our partners and our funders**

- We embrace our vision, mission, objectives and values

