

Position Description AMSANT/NTGPE Project Liaison Officer

The Role

AMSANT/NTGPE Project Liaison Officer

Context

Aboriginal Medical Services Alliance Northern Territory (AMSANT) and Northern Territory General Practice Education (NTGPE) aim to maintain and grow their close and productive working relationship. Training GP registrars in Indigenous health in the NT, planning for expanded Indigenous Health Training (IHT) in the future, improvement of access to quality healthcare for Indigenous people living in remote communities in the Northern Territory (NT), and promotion of the excellent GP training available in the NT particularly via Aboriginal Community Controlled Health Organisations (ACCHOs) are all core business for both organisations.

NTGPE's strategic plan for the expansion of IHT has a primary focus on ACCHOs. AMSANT, as the peak body representing and supporting ACCHOs in the NT has a crucial role in supporting and mediating the success of NTGPE's strategic plan. The project liaison officer will be involved in supporting ongoing AMSANT and NTGPE engagement, and in planning for and supporting the expansion of IHT for GP registrars.

Location

The AMSANT/NTGPE Project Liaison Officer will, during most weeks, be physically based at; AMSANT office in Darwin at Moonta House 43 Mitchell Street, Darwin for three days per week and at NTGPE office in Darwin at Charles Darwin University, Ellengowan Drive, Casuarina for two days per week. In addition, the Project Liaison Officer will travel to ACCHOs and training posts across the NT.

This will allow the AMSANT/NTGPE Project Liaison Officer's involvement in further development of expanded IHT within NTGPE and also increase the AMSANT/NTGPE Project Liaison Officer's familiarity with GP training in the NT context and allow the AMSANT/NTGPE Project Liaison Officer to build relationships with NTGPE staff and GP registrars, and in particular with the Director of Training, Director of Education, Cultural Educators and Program Managers.

The AMSANT/NTGPE Project Liaison Officer will be working within the AMSANT Workforce & Aboriginal Leadership Support (WALS) Unit in order to work collaboratively with AMSANT staff on projects and initiatives relevant to both organisation's strategic objectives.

Supervision

This position will have set tasks for both organisations and will report to and be supervised by the AMSANT Programs Manager and the Chief Executive Officer of NTGPE in relation to their projects. There will be regular meetings between AMSANT and NTGPE to coordinate the tasks, but the position is expected to work relatively independently.

Salary

To be negotiated depending on qualifications and experience.

Employment Conditions

The conditions of employment will be outlined in the employment agreement with AMSANT and the employee, and the conditions in the Enterprise Agreement AMSANT Agreement 2015.

AMSANT offers six (6) weeks annual leave pro-rata for each completed year of service in accordance with the Enterprise Agreement and up to two (2) weeks personal/carer's leave for each completed year of employment if employed on a full-time basis.

Employees may utilise fringe benefits salary packaging through AMSANT's designed providers, on the basis that AMSANT accepts no liability for the advice provided or the costs incurred.

Hours of Work

38 hours per week full time equivalent (FTE) within the hours of 7.00am and 6.00pm Monday to Friday with starting and finishing times as agreed between AMSANT CEO and the employee, with after hours and weekend work an occasional requirement.

Contract Period

This position is offered on contract to 31 December 2021 with a minimum three (3) month probationary period.

Duties

- Promote the conceptual framework of community control to registrars at orientation and throughout their education program;
- Promote the unique attributes of AMSANT member services and ACCHOs as positive training environments for GP Registrars;
- Work with AMSANT and NTGPE staff to improve knowledge, relationships and resources relating to the current and future IHT posts in ACCHOs across the NT. In particular, ensuring that the recruitment and orientation material available for current IHT posts is up to date and relevant;
- Maintain and support the understanding and relationships between GP registrars and Aboriginal Health Practitioners, both at trainee level and those they will work with out in the community;
- Contribute to the development of approaches to raise the general understanding of the Australian General Practice Training (AGPT) program in ACCHOs in the NT and in remote communities in general;
- Identify opportunities and work with NTGPE and AMSANT to develop appropriate information resources for clinics and communities;
- Provide support to Aboriginal and Torres Strait Islander GP registrars regardless of training location and clinic type;
- Collaborate with and support NTGPE's Cultural Educators where appropriate;
- Deliver modules of training at GP registrar orientations and workshops; and
- Work with appropriate NTGPE staff to provide support to sites with their accreditation applications for ACCRM/RACGP and/or paperwork to support the development of an Advanced Rural Skills Post (ARSP) or Extended Skills Post.

Accountabilities

This position is accountable for supporting ongoing AMSANT/NTGPE engagement and in planning for and supporting the expansion of IHT for GP registrars.

Selection Criteria

Essential:

1. Well-developed project management skills with an ability to achieve key project tasks and outcomes;
2. Ability to work independently and as part of a team within both organisations;
3. Sound interpersonal skills including written and verbal communication;
4. Extensive community and stakeholder engagement experience and skills;
5. A comprehensive understanding of the Aboriginal Health Sector;
6. Ability to interact effectively and sensitively with people across diverse teams and to establish and maintain credible and productive working relationships; and
7. Provide support to Aboriginal and Torres Strait Islander people in a confidential and culturally sensitive way acknowledging the diversity in the community.

Desirable

1. An understanding of the AGPT environment;
2. Appropriate education and training qualifications;
3. Relevant experience in a health-related portfolio;
4. Current NT driver's licence.

Working Conditions

This position will require sitting for many hours a day at a computer and desk, as well as lifting and bending. In this role you may travel in a 4WD vehicle and/or a light aircraft.

AMSANT and NTGPE are committed to providing a healthy and safe work environment and provide smoke-free workplaces.

Values

NTGPE is committed to ensuring that we have a working environment that is welcoming and inclusive for all staff. To support this, we have adopted a core set of shared values which guides our work and creates a safe and respectful environment that fosters the best in us all. This includes dealing with our customers, stakeholders, each other and the community:

- RESPECT - work better together
- FAIRNESS - fair go for all
- WELLNESS - show we care
- INNOVATION & CONTINUOUS IMPROVEMENT - idea generators
- MAKING A DIFFERENCE - work with purpose

Police Check

All NTGPE employees are required to undertake a police check before employment can be confirmed.

Ochre Card

Designated positions at NTGPE including this one requires a current Ochre Card (NT working with children clearance) before employment can be confirmed.

Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for this position.

Approved	
Stephen Pincus, CEO	John Paterson, CEO
2018 Nov 14	2018 Nov 14