Position Description

Tackling Indigenous Smoking Coordinator

Full time negotiable
Location – negotiable within region

Purpose of position

- The Tackling Indigenous Smoking (TIS) activity's primary focus is on tobacco use outcomes. The activity will deliver a population and preventative health approach directed to all Aboriginal and Torres Strait Islander people in our region, irrespective of what health provider the individual uses. Activity is to be undertaken in collaboration with, and to complement, NSW state tobacco control activities.

- The TIS Coordinator will work within the Aboriginal Health team, reporting to the Aboriginal and Preventative Health Manager. The TIS coordinator will lead a small team of TIS officers to promote, undertake, and support a range of programs, activities and workshops regarding strategies to address quitting smoking; and contribute to the development and provision of community education and engagement regarding the effects of tobacco and supporting healthy living.

- The position will involve a high level of engagement and collaboration with key stakeholders including consumers and their families and carers, GPH employees, consortium partners, General Practitioners, Local Health District staff, Dept. of Education staff and other government and non-government organisations.

Scope of Responsibility

In addition to their duties as a member of the Aboriginal health team, the TIS coordinator will undertake line management and team coordination duties to ensure the cohesive, effective management of this portfolio.

Decision Making

The TIS Coordinator reports to the Aboriginal and Preventative Health Manager and:

- Consults with the Manager in undertaking responsibilities and makes recommendations to achieve the goals and plans of the organisation.

- Identifies areas for improvement in relation to their role, the team and at an organisational level and collates information to develop appropriate responses, including the implementation of solutions through delegation.

- Makes recommendations to the Manager regarding decisions outside delegated authority.

Key Responsibilities

- Lead and coordinate activities in accordance with funding guidelines and organisational policies and procedures

- Lead the development of networks in local Aboriginal communities to build community support for the promotion of smoking prevention and smoking cessation
• Provide support, leadership and management to the TIS officers to function as an effective team including clearly defining roles and responsibilities, open communication processes and ongoing performance monitoring
• In liaison with the National Best Practice Unit (NBPU) develop and assist in the delivery of regional smoking prevention and cessation social marketing campaign
• Identify priorities of the local communities and tailor marketing materials to these whilst aligning with national approaches
• Undertake induction and other training specifically provided for the program and the broader Closing the Gap National Partnership Agreement
• In liaison with the NBPU collect and report data to assist in the evaluation of the outcomes of the program
• Support the TIS officers in the provision of information to individuals, families and other groups, increasing the awareness of the dangers of tobacco to improve their lifestyle, and decrease the burden of chronic diseases.
• Promote and support smoke-free strategies in the workplace and exemplify non-smoking and quit smoking behaviours
• Ensure that all consumer data is entered accurately and in a timely manner into the consumer information management system
• Participate in appropriate training programs and networking opportunities including national conferences, workshops and seminars
• Undertake administrative duties as required in accordance with program and organisational guidelines
• Participate in organisation-wide, site based and team meetings, collaborative planning activities and other meetings or activities relevant to position
• Contribute to the continuous improvement of systems and processes ensuring services meet professional and industry standards
• Work Health and Safety responsibilities as identified in organisational policies and procedures
• Equity and diversity responsibilities as identified in organisational policies and procedures
• Other duties as required

Selection Criteria
To be successful in this role, essential capabilities and competencies include:

1. Relevant tertiary qualifications and/or equivalent experience
2. Previous experience in developing and maintaining effective networks and relationships, in particular with Aboriginal communities and health sector organisations
3. Demonstrated ability to work with and communicate effectively with Aboriginal communities whilst respecting traditional cultures and values
4. Demonstrated resource management experience and the ability to provide leadership and manage a team effectively
5. Experience in project management, planning, coordination and implementation to meet agreed timelines and objectives, including previous experience preparing reports and correspondence
6. Highly developed communication and interpersonal skills and ability to establish partnerships with a range of service providers and organisations
7. Well developed skills and knowledge of Microsoft Office applications including the ability to use excel to support data and budget activities

8. Understanding of the Australian health care system and key issues relevant to primary health care

9. Current NSW drivers licence and willingness to travel as part of this role

Child Protection
This position is designated as child-related employment. Child-related employment means any employment, where at least one of the responsibilities of the position involves direct contact with children where that contact is not directly supervised. The Child Protection (Working With Children) Act 2012 and the Child Protection (Working With Children) Regulation 2013 makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in child-related employment. To apply for, undertake and remain in this position you are required to hold a current working with children check. For more information go to http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check.

Additional Information

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As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _______________________________

Employee Signature _______________________________ Date: ________________

Manager’s Name: _______________________________

Manager’s Signature _______________________________ Date: ________________