



Healthy North Coast Aboriginal Partnership

POSITION DESCRIPTION	PD	397
	Version	1.0

Position Title	Associate Director, Aboriginal Health Partnerships
Classification:	Individual Contract
Industrial Agreement or Award:	Individual Contract / National Employment Standards
Reports to:	Director, Aboriginal Health Partnerships
Date Reviewed:	June 2026

HEALTHY NORTH COAST VALUES

The Healthy North Coast

CAN-DO

Effect

Community first and always

Achieving more together

Nurturing innovation

We are committed to serving our communities. We listen actively, and every voice is heard, respected and valued. We measure success by the wellbeing of our communities.

We believe in the power of collaboration and teamwork. We value different strengths and perspectives. We know we can achieve more and create a lasting impact by working as one.

We thrive on challenges and explore new ideas and approaches to problem-solving. We are always learning and open to change so we can drive advancements and growth that make a difference

POSITION OBJECTIVE

The Associate Director, Aboriginal Health Partnerships will support the Director, Aboriginal Health Partnerships in leading the Healthy North Coast (HNC) Aboriginal Health Partnerships and overseeing the delivery of HNC Aboriginal Health Commissioning and Programs. The role focuses on improving health outcomes for Aboriginal people across the North Coast region by implementing strategic health initiatives, commissioning culturally appropriate services and fostering strong collaboration with the five North Coast Aboriginal Community Controlled Health Organisations (ACCHOs).

Success in this role will be measured by the effective delivery of programs that align with HNC strategic objectives and national Primary Health Network (PHN) priorities. This includes collaboration with the HNC Aboriginal Partnerships across the HNC footprint to enhance program design, implementation and evaluation. The role leads and develops a small team to drive system changes to strengthen the HNC Aboriginal Partnerships. The Associate Director, Aboriginal Health Partnerships ensures high quality written reporting and development of systems to support quality improvements, resulting in measurable health outcomes and strengthening of partnerships in Aboriginal health.

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KEY RESPONSIBILITIES

- Lead the implementation and management of Aboriginal health programs and initiatives including the Integrated Team Care and Primary Mental Health Indigenous funding portfolios ensuring alignment with HNC's strategic objectives, HNC operational plan and national PHN priorities.
- Drive the work priorities of the HNC Aboriginal Health Partnership by collaborating with the Director, Aboriginal Health Partnerships and senior leaders of the five Aboriginal Community Controlled Health Organisations (ACCHOs) in the region.
- Work with the Director to improve efficiencies and develop guidelines to strengthen transparency and achieve outcomes within the HNC Aboriginal Health Partnerships.
- Provide culturally safe leadership, management and mentorship to Aboriginal Health Partnerships team members working in HNC creating and fostering a positive, collaborative and highly skilled work environment.
- Work collaboratively to build cultural capacity and understanding within HNC and across key stakeholders.
- Oversee Aboriginal health commissioning initiatives such as chronic disease management, social and emotional wellbeing, drug and alcohol, workforce capacity building and to identify and support community led initiatives. Ensure that the design and evaluation of commissioned services are driven by Aboriginal people to effectively address the unique needs and health priorities of Aboriginal communities within the HNC footprint.
- Compose high-level reports, reviews, frameworks scoping papers and grant applications. Critically analyse relevant sector publications and identify the potential impact on HNC Aboriginal Partnership's goals and work plan.
- Program management of agreed HNC Aboriginal Health Partnerships priorities including ensuring milestones are delivered to a high quality, on time and risk is proactively managed. Develops planning, implementation and evaluation reports on program progress, outcomes, and challenges for the HNC Board and Executive, Aboriginal Health Partnerships, and other stakeholders.
- Uses sector insights to refine program strategies and commissioning decisions.

Please note significant inter and intra state travel, and work outside standard office hours, may be a requirement of this role.

CAPABILITY FRAMEWORK

Healthy North Coast has an endorsed Capability Framework that supports each position across the organisation. The Classification of each position details role specific capabilities.

SELECTION CRITERIA

Applicants must demonstrate how they meet the Selection Criteria for this position

Key selection

1. This is an identified position open to Aboriginal and or Torres Strait Islander people who are of Aboriginal and /or Torres Strait Islander descent, identify as Aboriginal and are accepted as Aboriginal or Torres

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Qualification

- Strait Islander by their local community including an understanding of Aboriginal cultural protocols and Aboriginal community dynamics.
- In-depth understanding and awareness of social determinants of health and key issues impacting the health and wellbeing of Aboriginal and Torres Strait Islander people living on the North Coast of NSW.
 - Demonstrated ability to work collaboratively with Aboriginal Community Controlled Health Organisations (ACCHOs) and other Aboriginal and non-Aboriginal stakeholders.
 - Extensive program management experience including program design, planning, managing timelines, milestones, risk, management with a proven ability to engage and support ACCHOs and Aboriginal communities in the design, implementation, and evaluation of health programs.
 - Ability to utilise data and evidence to drive change and advancement while working with stakeholders to determine required outcomes, identify trends, gaps, and emerging issues through research from critical sources of information, including databases, literature, statistical information, allied agencies, community leaders, frameworks, reports and best practice.
 - Extensive experience in the development and execution of health commissioning (procurement, contract management and evaluation), ensuring commissioned services effectively address the unique needs and health priorities of Aboriginal communities.
 - Considerable experience in influencing a business unit or functional area
 - Strong engagement, communication and people leadership skills with the ability to manage, develop, support and coach people to achieve success
 - Champions organisational vision and strategy through supporting the development and implementation of operational plans
 - Ability to deputise for relevant Director as required
 - Knowledge of and commitment to Work Health and Safety, Equal Employment Opportunity, Cultural Safety, and Continuous Improvement principles
 - Relevant postgraduate qualification (e.g. Master of Public Health or similar), or a bachelor's degree with clinical experience; and/or a minimum of 10 years' senior management experience within the health and/or social services sectors.

APPOINTMENT SUBJECT TO:

- Criminal record clearance
- Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
- Current Class C Driver's Licence may be a requirement of specific roles

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PERFORMANCE OBJECTIVES:

To be established with the Reporting Manager within the 3-month probationary period.

ACKNOWLEDGEMENT:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:	
Signature:	
Date:	