



# Strategic Advisor Health

## Position Details

The NDIA welcomes and encourages applications from people with disability, Aboriginal and Torres Strait Islander peoples, and people with diverse cultural and linguistic backgrounds.

<b>Position Name</b>	Strategic Advisor Health
<b>System Job Title</b>	NDIA Specialist Advisor
<b>APS Classification</b>	Specialist
<b>Group</b>	Design, Digital and Strategy
<b>Division</b>	Policy, Advice and Research
<b>Reports to</b>	General Manager Policy, Advice and Research
<b>Location</b>	Negotiable
<b>Tenure</b>	Labour hire

## Position Purpose

### About the NDIA

The National Disability Insurance Agency (NDIA) is an independent statutory agency that is responsible for implementing the National Disability Insurance Scheme (NDIS), which will support a better life for hundreds of thousands of Australians with a significant and permanent disability and their families and carers. The NDIA values a positive contemporary attitude to disability.

As a Federal Agency, we work within a legislative and regulatory environment. We adhere to the [Australian Public Service Code of Conduct](#) as set out in section 13 of the *Public Service Act 1999*.

Our work is driven by the [Corporate Plan](#) which provides strategic direction to achieve our purpose of making a difference so that people with disability can choose and achieve their goals.

The [NDIA Values](#) are:

- **We value people** – We put participants at the heart of everything we do.
- **We grow together** – We work together to deliver quality outcomes.
- **We aim higher** – We are resilient and always have the courage to do better.
- **We take care** – We own what we do and we do the right thing.

Our values reflect our passion and commitment to building a positive, participant-centred culture.

## About the Team

The Strategic Advice team provides high-level policy and technical advice and specific subject matter expertise to the NDIA Executive Leadership Team (ELT) and Board relating to the strategic and operational management of the NDIS.

This includes advice regarding the improved effectiveness of the NDIS in delivering its legislated outcomes for different participant cohorts and in the broader context of the roles and responsibilities of various mainstream systems.

The team builds and maintains subject matter expertise in areas of high strategic priority including health, employment, mental health and housing. It is responsible for assessing wider reforms to assess external opportunities and challenges.

The Strategic Advice team tracks research evidence, industry trends and best practice developments to inform NDIA work. The team plays a key role in managing senior sector and broader stakeholder relations within specific market segments through both formal and informal engagement mechanisms.

## About the Role

The Strategic Advisor Health is a specialist-level expert advisor position accountable under broad direction to undertake work with a high level of complexity or sensitivity that delivers quality outcomes across the functions of the NDIA.

The Strategic Advisor Health is accountable for providing technical advice and subject matter expertise to support the NDIA with strategy formation in the defined specialist area of the NDIS interface with public health system.

The Strategic Advisor Health will provide advice to develop short-medium and long-term plans and implement operational strategies aimed at achieving the NDIA's mission to 'build a world-leading National Disability Insurance Scheme'.

Responsibilities may include but are not limited to:

- Providing high level strategic and technical advice on ensuring the interface between the NDIS and health system work together more effectively for people with disability
- Providing ELT, CEO and Board strategic and timely policy advice towards aligning the NDIS with the health system
- Injecting expertise using internal and external insights to key work programs including corporate programs
- Building and maintaining stakeholder confidence and partnerships as well as speaking at high profile events and conferences and to the media, as required
- In partnership with Research and Evaluation Branch develop a research evidence base in relation to contemporary and innovative options for housing and support
- Align a maturing national disability insurance scheme with universal health care system including primary care sector and PHNs, private health system and not for profit
- Develop a set of strategic documents for the NDIS and health system to guide current and future service system development and support for a more consistent approach. This could include a NDIS and health system interface whitepaper
- Appoint and chair an expert advisory panel to support and guide the NDIS interface with the health system.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

## Capabilities of the Role

The NDIA work within a capability framework aligned to the Australian Public Service (APS) Work Level Standards. The capabilities detailed below are specific to the SES Band 1 and SES Band 2 levels.

### Leadership (Knowledge)

- Acquire, maintain and apply an extensive understanding of the *National Disability Insurance Scheme Act 2013*, *Public Governance, Performance and Accountability Act 2013*
- Apply a high-level of understanding of the health and medical sector in relation to disability sector requirements; providing expert advice and strategic direction that is regarded as an authoritative source
- Demonstrate strategic understanding of the NDIS' operating environment, particularly as it pertains to health care sector
- Possess knowledge of national and international models of contemporary and innovative approaches and policies affecting people with disability
- Understand the issues, trends and innovations in the non-government sector pertaining to disability and health
- Demonstrate skills in policy analysis, strategy development and research
- Demonstrate the capability to communicate complex ideas clearly and to produce advice that is timely, accurate, persuasive and well-crafted
- Be skilful in negotiating contentious issues with multiple stakeholders to achieve successful outcomes

### Leadership (Accountability)

- Accountable to provide technical advice and subject matter expertise to support the NDIA with strategy formation in defined specialist areas to ensure the best outcomes for people with a disability in Australia
- Devising and implementing strategic advice expertise and research to continually improve the operations of the NDIS
- Managing senior level relationships across Governments and with key external stakeholders from the disability sector

### Diversity and Span

- Development of an organisational plan to optimise the NDIS interface with the health system
- Development of corporate priorities on the management of the health system and its interface with the NDIS
- Strategic and timely policy advice to ELT, CEO and Board
- Development of a research evidence base in relation to the NDIS and health system interface

### Stakeholder Management

- Establish and maintain effective working relationships with internal and external stakeholders to ensure a coordinated approach for the development of health system interface with the NDIS
- Strategic and timely policy advice to ELT, CEO and Board
- Development of a research evidence base on contemporary and innovative approaches to housing and support
- Representing the NDIA in high level discussions and negotiations with key stakeholders, including external providers and organisations to share information, explain expectations and influence outcomes
- Represent the NDIA on all matters involving the health system interface with the NDIS

- Develop strategic connections and productive relationships with key external stakeholders which include the Department of Health Department of Social Services across Commonwealth and State and Territory Governments, acute and primary care sector, PHNS, service providers, and the disability and community sectors

### **Job Context and Environment**

- Development of an organisational plan to optimise the interface between the health system and NDIS
- Strategic and timely policy advice to ELT, CEO and Board
- Development of a research evidence base to assist in health policy
- Understand, interpret and influence the interaction of complex policy settings affecting the health of people with disability
- Research, analyse and promote innovative policy settings and practices operating in Australia and overseas that enhance health opportunities and outcomes for people with disability
- Ensure that advice on issues pertaining to health system and disability demonstrates sound judgement
- Work with the General Manager Policy, Advice and Research and team to identify and propose solutions to strategic challenges facing the NDIS

### **Judgement and Independence**

- Understand, interpret and influence the interaction of complex policy settings affecting NDIS and health system interface for people with disability, which include disability programs, NDIS rules and practices
- Research, analyse and promote innovative policy settings and practices operating in Australia and overseas that enhance NDIS interface with the health system

## **Role Specifications**

Please see below a list of the main physical and psychological work environment characteristics that an employee may encounter while performing the essential functions of this role.

### **Working environment**

- working in an open office environment (exposure to general workplace chatter)
- working from home on occasion
- working in a team environment
- working in a hot desk environment
- managing demanding and changing workloads and competing priorities
- working alone
- significant periods of sitting at a counter / or desk
- attending external locations offsite including participants' homes (which may have multiple stories or be accessible only via uneven ground, stairs)
- operating a telephone / computer
- computer/screen based work
- requirement to read or otherwise extract information from printed material / signage
- high levels of phone usage
- high levels of face to face work
- attending meetings for extended periods
- exposure to noisy conditions
- working in different geographical locations

- assistance animals may be in the work area (FYI for people with allergies or phobias)
- encounter constant work interruptions

### **Emotional**

- dealing with confronting and complex situations and information
- dealing with conflict
- dealing with challenging conversations and behaviours
- providing empathy

### **Information technology and Security**

- Pre-Engagement Check - this is a mandatory pre-employment security screening process. All employees and contractors of NDIA must undertake a Pre-Engagement Check. This check is undertaken for any individual who will have non-public access to agency resources (information, buildings, systems, assets, staff and customers)
- computer/software applications - Microsoft Office computer based work

Where possible, the NDIA will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of the role.

## **Work Level Expectations**

The NDIA work within the [Australian Public Service \(APS\) Work Level Standards](#). This position is aligned to the duties of the SES Band 1 classification.

### **Leadership and Accountability**

Act as a principal professional or technical advisor in an area of expertise.

Responsible for providing a strategic level of expertise, providing professional and technical or policy advice to produce effective operations, timely and comprehensive outputs and adherence to required standards.

### **Management Diversity and Span**

Responsible for providing direction to staff and developing staff capabilities to ensure optimum team performance and productivity.

Involves the overall responsibility for the organisation, allocation and re-allocation, as appropriate, of areas of work and the evaluation of activities and working methods.

### **Job Context and Environment**

Communicate and make balanced decisions using professional judgement, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to the context.

Work requires extensive knowledge of and compliance with legislative frameworks, government decision-making and agency guidelines and regulations.

### **Independence and Decision-Making**

The work requires a high level of independent control and is conducted based on broadly stated objectives.

Actions of the role may have significant impact on the day-to-day operations of the work area and other parts of the agency, and/or a direct and significant impact on the outcome of a program or major project for the agency.

The role must identify and lead innovative solutions and use professional judgement to evaluate ambiguous or incomplete information.

## **Stakeholder Management**

Initiate, establish and maintain strong relationships with a broad range of stakeholders, promoting the agency's business objectives and communicating the strategic vision of the agency.

Persuasion, negotiation and influencing required to develop positions and/or strategies and gain cooperation on strategic issues.

## **Organisational Responsibilities**

Assume responsibility for the identification of risks, including the evaluation, management and control of all risks relevant to your area of responsibility.

The occupant of this position is accountable to provide leadership in the implementation, promotion of and compliance with the *Work Health and Safety Act (Commonwealth) 2011* within their work area; and in addition identify, evaluate and manage risk that ensures that team members and other persons within the work area:

- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
- comply with reasonable instruction, policy or procedures given or notified by the NDIA relating to health or safety across the NDIA.