

**POSITION DESCRIPTION - Aboriginal and Torres Strait Islander Cultural Lead****Part 1 – Expectations for Your Role**

Position	Aboriginal and Torres Strait Islander Cultural Lead
Service / Program	Org Enablement / First Nations Capability and Engagement
Industrial Instrument	HSUA 1&5 - Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multi Enterprise Agreement 2018-2022
Instrument Classification	Grade 6
Reports to	Head of Aboriginal & Torres Strait Islander Capability and Engagement
Effective Date	March 2025

Team Purpose Statement

The team develops, implements and leads culturally inclusive and safe policies and frameworks for Each staff working with Aboriginal & Torres Strait Islander Communities, ensures they are aligned to our strategic goals and reconciliation commitments.

The team focuses on increasing cultural awareness, building internal and external capabilities for our staff, customers, and services. This includes establishing and strengthening relationships with communities, supporting self-determination and embedding cultural competency across the organisation.

The team advocates for Aboriginal & Torres Strait Islander justices and obligations and advises Each on achieving Closing the Gap targets and reconciliation accountabilities.

Key Deliverables

- Provide leadership and guidance on Aboriginal & Torres Strait Islander cultural matters within the organisation, ensuring cultural perspectives are integrated into all aspects of work.
- Support the development, implementation, and monitoring of the RAP, ensuring deliverables are met and progress is reported.
- Support the Head of Aboriginal & Torres Strait Islander Capability and Engagement with the development and implementation of an Aboriginal & Torres Strait Islander plan for Each. This may include, but is not limited to:
 - Develop and deliver cultural education programs as part of a cultural competency framework to enhance cultural competency and awareness among staff, promoting an inclusive and culturally safe workplace.
 - Contribute to the development and implementation of a Cultural Governance Framework.
 - Contribute to the development and implementation of strategy to increase workforce representation of First Nations people.
 - Actively supporting efforts to secure funding to ensure the long-term sustainability of the team's work and services for Aboriginal and Torres Strait Islander Communities.
- Build and maintain relationships with Aboriginal & Torres Strait Islander communities, organisations, and stakeholders, to promote collaboration and partnerships.



- Advocate for Aboriginal equality within Each and provide, mentoring, support and cultural guidance to staff.
- Coordinate and promote cultural events, activities, and initiatives that celebrate Aboriginal & Torres Strait Islander peoples. Advise Each staff on protocols associated with cultural events.
- Contribute to the development and review of policies and procedures to ensure they are culturally appropriate and support Each's commitment to reconciliation.
- Other responsibilities as reasonably directed by the Head of Aboriginal & Torres Strait Islander Capability and Engagement.

Skills & Qualifications

- Identifies as an Aboriginal & Torres Strait Islander person and has lived experience.
- Working experience in the health and social care sector is desirable.
- Sound knowledge and understanding of Aboriginal and Torres Strait Islander peoples, diverse cultures, communities, and practices.
- Experience working with Aboriginal & Torres Strait Islander communities and proven ability to build strong, respectful relationships with Aboriginal communities and organisations.
- Ability to lead cultural initiatives and promote an inclusive environment.
- Ability to engage and work collaboratively with a wide range of stakeholders to promote Aboriginal & Torres Strait Islander perspectives within the organisation.
- Current state-based driver's license.

Physical Requirements

- Able to sit at a computer for 6 – 8 hours per day.
- Walk up stairs.
- Ability to travel between Each locations.
- Lift 3kgs etc.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.