

POSITION TITLE	Aboriginal Cultural Engagement Officer	
AWARD	Does this role require Multiple Awards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Award: Health Managers (State) Award	
	Classification: Health Mgr Lvl 2	
SUPERVISORY	Does this role manage or supervise others? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

PRIMARY PURPOSE <i>Write one or two paragraphs describing the main purpose of the role and how it contributes to service needs. This answers the question “why does this role exist”.</i>	<p>The Aboriginal Cultural Engagement Officer’s role is aimed at providing leadership, cultural advice and support, and strengthen workplace culture for Western Sydney Local Health District (WSLHD) Aboriginal Health staff. WSLHD is committed to providing a safe, supportive and culturally appropriate and inclusive of Aboriginal and Torres Strait Islander people both internal and external to WSLHD. WSLHD is committed to building a workplace that values diversity, inclusion and belonging, by recognising and valuing the skills and strengths each person can bring to our organisation. This role would include consulting with Aboriginal community for their input into the planning, delivering and evaluating current WSLHD health services. This includes collaborating with a range of community sector organisations to understand the social and cultural needs of the community and build capacity to respond to emerging and persistent challenges. The Aboriginal Cultural Engagement Officer will assist WSLHD Senior Managers and staff to develop and maintain ongoing processes and structures for Aboriginal community involvement by ensuring effective engagement platforms are established and supported.</p>
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KEY ACCOUNTABILITIES Maximum 12 Key accountabilities: <i>Key Accountabilities’ should be:</i> <i>outcome focused, rather than process focused</i> <i>ordered in importance and/or frequency</i>	<ol style="list-style-type: none"> 1. Promoting and facilitating the recognition, respect and celebration of Aboriginal culture, heritage, and identity within the organisation, advising on cultural protocols and practices and standards for WSLHD services and programs while maintaining, building upon and promoting a positive and collaborative workplace through consultation and communication. 2. Provide cultural advice to key operations and projects building awareness of Aboriginal cultural considerations or concerns and while contribute to the development of culturally informed policies, procedures, and programs. 3. Contributing a cultural perspective to education and training program development, implementation, and evaluation processes. 4. Collaborate and engage with Aboriginal community representatives on WSLHD committees to provide relevant education, training, and skills development opportunities to fulfill their representative responsibilities.
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<p><i>as specific to the role as possible while not detailing tasks.</i></p> <p><i>See Public Service commission website for more information</i></p>	<ol style="list-style-type: none"> 5. Partnership with different stakeholders both internal and external to WSLHD to provide culturally respectful leadership and management to ensure strategic priorities and expectations are met, ensuring that Aboriginal Health programs, services, initiatives and projects are aligned with strategic directions, policies and best practice standards relevant to WSLHD plans, State and National directions. 6. Work collaboratively and effectively with staff, managers, human resources, local communities and government and non-government agencies to deliver culturally appropriate health services to local Aboriginal communities across WSLHD. 7. Manage the internal and external dissemination of information about Aboriginal Health Service programs and services across WSLHD to work with the sites to improve services. 8. Be a point of contact to navigate Stolen Generation survivors and their families through Health. 9. Represent the Aboriginal Health Service and WSLHD on relevant local community committees and state-wide forums and working groups to ensure that WSLHD Aboriginal communities have a voice. 10. Develop and implement policies and procedures for WSLHD such as Cultural Safety Framework and navigate Aboriginal Impact Statements. 11. Develop in partnership with People & Culture and the Director of Aboriginal Health Strategy, a new Aboriginal Grievance process and alternative pathways for Aboriginal Staff Manager to reduce lateral violence, racism and aggression within WSLHD. 12. Manage disputes and resolution with the ability to explain formal processes and empathise with others who are experiencing challenging and potentially distressing situations.
<p>WSLHD Standard Key Accountabilities that apply to all staff who do not manage people (not to be removed)</p> <p><i>This section is in addition to the character count of the 3,800 in the section above.</i></p>	<ul style="list-style-type: none"> • Understand and practice person centred care. Participate in quality improvement activities. Work in partnership with consumers on improving and evaluating the delivery of services. Ensure timely and accurate reporting of near or actual incidents or patient safety concerns. • You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing • Risk Management – Staff should actively identify, communicate and escalate risks and understand their responsibility to manage risk in their day-to-day roles.
<p>KEY CHALLENGES 2-3 key challenges</p> <p><i>A summary of the role’s ‘Key Challenges’, indicating the complexity of the role. ‘Key Challenges’ inform job</i></p>	<ul style="list-style-type: none"> • Demonstrate relational leadership behaviours which shape a workplace culture embodying CORE values and continuous learning together with mutual respect, having a disposition of mindfulness in all actions with an awareness and application of the Code of Conduct. • Ensure that all team members receive regular performance feedback, coaching for performance and formal review. Provide all team members with the opportunity to discuss and agree on a Work Plan for

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<p><i>evaluation and are an important consideration when selecting the capability levels required for the role.</i></p>	<p>the year ahead, and a Development Plan which identifies areas for personal and professional development for the next 12 months.</p> <ul style="list-style-type: none"> • Manage all resources including finances/assets/ leave balances) in a cost effective, transparent and accountable manner in accordance with all internal, legislative, audit, other compliance and Ministry of Health requirements. • Promote and coordinate quality improvement and person-centred care within the department, facility and district. Utilise key performance indicators that provide outcome measures. Include quality improvement, patient safety and consumer participation as standard agenda items at department meetings. Include consumers in the evaluation and planning of services. Ensure timely and accurate reporting and management of near or actual, incidents or patient safety concerns. • As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. • Risk Management - Managers actively identify, communicate and escalate risks and understand their responsibility to manage these risks for the organisation. This responsibility includes the use of enterprise risk systems, and the review of adequacy and effectiveness or risk controls and treatment. • Managers promote a positive risk culture where understanding, managing and accepting appropriate risk is part of all decision-making processes.
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WHO YOU ARE WORKING WITH	WHO	WHY
<p>Internal Relationships</p> <p><i>Outline 3 key internal stakeholders and customers the role is expected to interact with on a regular basis</i></p>	WSLHD Staff	Ensuring open lines of communication with health professionals and providing cultural guidance and support.
	Director of Aboriginal Health Strategy and WSLHD Executive	Receive direction, broad supervision, development opportunities and feedback in relation to the duties of this role and communicate achievements and challenges
	WSLHD Executive People & Culture	For professional support, cultural expertise, guidance and mentoring
<p>External Relationships</p> <p><i>Outline 2 key external stakeholders and customers the role is</i></p>	Aboriginal Community Controlled Health Services and affiliated health services	To develop strong relationships and partnerships to improve access to services for the Aboriginal community
	Public Sector Commission, NSW Health, Local Health Districts, Department of	To consult with external Aboriginal community

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<i>expected to interact with on a regular basis</i>	Employment and Training and Commonwealth Government agencies	representatives, prospective applicants or current officers
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FINANCIAL DELEGATION	<input checked="" type="checkbox"/> As per Delegations manual
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Job Requirements <i>This will be used to ensure the position is appropriately marked in StaffLink and informs the advertisement</i>	Is the position targeted to 'eligible persons' under the Government Sector Employment Rule 26 – please indicate below:													
	<table border="1"> <tr> <td></td> <td>Aboriginal /Torres Strait Islander</td> </tr> <tr> <td>Targeted</td> <td></td> </tr> <tr> <td>Identified</td> <td>X</td> </tr> </table> <table border="1"> <tr> <td>Disability</td> <td>Refugee</td> <td>Gender</td> <td><25</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Aboriginal /Torres Strait Islander	Targeted		Identified	X	Disability	Refugee	Gender	<25			
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ESSENTIAL REQUIREMENTS <i>Circle/X the relevant requirements</i>	<input checked="" type="checkbox"/> Vaccination category: B Please click here for a Fact Sheet on Risk Categorisation Guidelines
	<input checked="" type="checkbox"/> Criminal Record Check: National Police Check Aged Care Check Working with Children <input checked="" type="checkbox"/> License: Click here to enter text. <input type="checkbox"/> Qualification: Click here to enter text. <input type="checkbox"/> Registration: Click here to enter text. <input type="checkbox"/> Evidence of Diversity claim if applicable (state which category): Click here to enter text.

SELECTION CRITERIA <i>A maximum of 8</i> Some tips: <i>One knowledge, skills and experience per criterion</i> <i>Avoid merging multiple selection criteria into one</i> <i>Selection criteria should describe applied knowledge or demonstrated ability</i>	<ol style="list-style-type: none"> 1. Aboriginal or Torres Strait Islander descent. Aboriginality is a genuine occupational qualification and is authorised by section 14(d) of the Anti-Discrimination Act 1977. 2. Tertiary qualifications in health service management or other appropriate discipline, or equivalent work experience with transferrable skills, or a combination of study. 3. Demonstrated leadership experience in people management, human resources, communication, and interpersonal skills, including excellent oral and written communication. 4. Demonstrated skills in critical analysis of data, evaluation of current health policy issues, corporate communications, key directions and reforms with the ability to consult on strategic directions. 5. Demonstrated strong interpersonal, teamwork, communication and motivational skills, which support the capacity to contribute to significant organisational reform. 6. Demonstrated ability to sustain productive, collaborative relationships with key stakeholders in health services, Non-Government and Government organisations/agencies to achieve successful partnerships and project implementation to improve outcomes for Aboriginal people.
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	<p>7. Demonstrated high level of knowledge and understanding of the social, cultural, political and health issues affecting Aboriginal people, families and communities within WSLHD.</p> <p>8. Valid unrestricted drivers' licence for use in NSW.</p>
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JOB DEMANDS CHECKLIST - Note information below!
<ul style="list-style-type: none"> This list helps both applicant and manager understand the physical/emotional requirements of a role. This list can be the basis for a pre-employment medical assessment, so if it is not accurate then there could be implications for both the employee and the manager/team if capacity is either not there, or is impacted by the work. All WSLHD employees have a development plan – this list can inform what training may be needed for someone to manage risks identified. During the first 90 days of employment (induction and on-boarding) and regularly thereafter, each position should be assessed at the site as to the incumbent's (or future incumbent's) WHS responsibilities specific to the position.

Job Demands Frequency Key	
I = Infrequent	intermittent activity exists for a short time on a very infrequent basis
O = Occasional	activity exists up to 1/3 of the time when performing the job
F = Frequent	activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant	activity exists for more than 2/3 of the time when performing the job
R = Repetitive	activity involved repetitive movements
N = Not Applicable	activity is not required to perform the job

Note: any entries not assigned a value will be automatically set to "N"

Click on the right hand column "Not Applicable" to make a selection from the drop box. There is a new section for "Other" at the end of this section ie additional demands not clearly included in the lists below.

PHYSICAL DEMANDS – description (Comment)	FREQUENCY
	Job Demands Frequency Key
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining in a standing without moving about to perform tasks	Occasional
Walking – floor type; even/uneven/slippy, indoors/outdoors, slopes	Constant
Running – floor type; even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – Forward bending from the waist to perform tasks	Frequent
Trunk Twisting – turning from the waist while sitting or standing to performance tasks	Constant
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and or foot to operate machinery	Not Applicable

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Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15kg)	Occasional
Lifting/Carrying – light lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward to raise above shoulder	Frequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulations – gripping, holding, clasping with fingers or hands	Constant
Working at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle.)	Not Applicable
SENSORY DEMANDS – Description (comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-rays, computer screen)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS – Description (comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Occasional
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Occasional
Unpredictable People – e.g. dementia, mental illness, head injuries	Occasional
Restraining – involvement in physical containment of patient/clients	Not Applicable
Exposure to Distressing Situations – child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS – Description (comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable

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Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trip, falls or eyestrain	Occasional
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Occasional
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Occasional
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Occasional
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable
Other Demands -Description	
(consider if there are other particular issues not clearly described in the categories above)	

For further assistance please contact: Human Resources Business Partners – People and Culture

Save final version in HRC (formerly known as HRPM or TRIM) Your HR Business Partner should note in the HRC notes section that they have undertaken a review of the PD.