

POSITION TITLE	Aboriginal Project Officer	
AWARD	Does this role require Multiple Awards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Award: Health Managers (State) Award	
	Classification: Health Manger Lvl1	
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 Program officer will assist in the development, monitoring, design and implementation of the Aboriginal Workforce Plan and Strategy. The Aboriginal project officer will assist the Aboriginal Workforce coordinator, Aboriginal Traineeship Coordinator in meeting the cultural requirements that provide policy directives and outcomes to the Director Aboriginal health Strategy in relation to Aboriginal Workforce matters. This role will provide guidance and navigation for other section in working within the Aboriginal Workforce team and has strong links to various teams within People and Culture.</p> <p>The position will work with the Aboriginal Health Strategy team to address gaps and engagement in improving quality improvement strategies with Aboriginal Health Strategies</p> <p>This position will report to the Aboriginal Workforce Coordinator / Manager.</p>
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KEY ACCOUNTABILITIES <i>Maximum 12 Key accountabilities:</i> <i>Key Accountabilities’ should be:</i> <i>outcome focused, rather than process focused</i>	<ul style="list-style-type: none"> • Assist with the design, recordkeeping, monitoring, implementation and evaluation of initiatives which support attainment of NSW Health and WSLHD People and Culture strategies and action plans. • Contribute to the development and promotion of new training, education, recruitment and retention initiatives and material to achieve optimal outcomes for existing and future Aboriginal talent. • Support and navigate the Aboriginal Workforce team by assisting the Traineeship & Cadetship Officer and Aboriginal Employment Coordinator to ensure key performance indicators are achieved. • Support the delivery and continuous review of employment processes and policies to enable attraction of Aboriginal talent whilst removing potential barriers to recruitment. • Aid in advising stakeholders within the organisation and foster relationships with external partners for the successful delivery of targeted strategic initiatives.
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<p><i>ordered in importance and/or frequency</i></p> <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>	<ul style="list-style-type: none"> • Provide secretariat and executive support to the Aboriginal workforce team in particular the Aboriginal Staff Network Meeting, Aboriginal Nursing Forums and provide support to other key initiatives Aboriginal workforce initiatives and strategies to address their objectives • Prepare advice, reports and project updates, discussion papers, briefs and submissions to contribute to the development of policies and initiatives. • Stakeholder engagement with managers, employees and identified networks and committees across the District to deliver on existing priorities and identify new opportunities , including attendance in forums, committees and consultative groups as relevant to the position and to the broader organisational goals as appropriate and / or delegated • Ad hoc duties as requested by the Director of Aboriginal Health Strategy or delegate.
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<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.
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<p>KEY CHALLENGES</p> <p>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 evaluation and are an important consideration when selecting the capability levels required for the role.</i></p>	<ul style="list-style-type: none"> • Gain the respect and cooperation of Aboriginal and Torres Strait Islander staff and non-Aboriginal staff to support system changes necessary to building the Aboriginal Workforce and Close the Gap in Aboriginal Health Inequality • Act as a main point of contact within WSLHD on all Aboriginal workforce and training issues. • Deal with a diverse range of projects requiring strategic advice or quality assurance within tight timeframes.
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WHO YOU ARE WORKING WITH	WHO	WHY
Internal Relationships	Directors and Senior Managers within the People & Culture Directorate, Senior	To enable planning, implementation, and monitoring of

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Outline 3 key internal stakeholders and customers the role is expected to interact with on a regular basis	WSLHD Committees, Executive and Managers	all Aboriginal employment initiatives and to report on progress to key stakeholders.
	Director Aboriginal health and Team	To enable planning, implementation, and monitoring of all Aboriginal employment initiatives and to report on progress to key stakeholders
	Aboriginal staff members	To support the professional / workforce needs of the Aboriginal workforce.
External Relationships Outline 2 key external stakeholders and customers the role is expected to interact with on a regular basis	Aboriginal community	To improve employment outcomes for Aboriginal People
	Ministry of Health and peak Aboriginal organisations	Work collaboratively to offer programs targeting Aboriginal and Torres Strait Islander people.

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"> <thead> <tr> <th></th> <th>Aboriginal /Torres Strait Islander</th> </tr> </thead> <tbody> <tr> <td>Targeted</td> <td></td> </tr> <tr> <td>Identified</td> <td>x</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Disability</th> <th>Refugee</th> <th>Gender</th> <th><25</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </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 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 checked="" type="checkbox"/> Evidence of Diversity claim if applicable (state which category): Confirmation of Aboriginality

SELECTION CRITERIA <i>A maximum of 8</i> Some tips:	1. Applicants for this position must be of Aboriginal descent through parentage, identification as being Aboriginal and being accepted in the community as such. An applicant's race is a genuine occupational qualification and is authorised under Section 14(d) of the NSW Anti-
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<p><i>One knowledge, skills and experience per criterion</i></p> <p><i>Avoid merging multiple selection criteria into one</i></p> <p><i>Selection criteria should describe applied knowledge or demonstrated ability</i></p>	<p>Discrimination Act 1977 Experience in, and broad knowledge of, the NSW healthcare system.</p> <ol style="list-style-type: none"> 2. Prior experience working in a health setting and/or education setting, with a keen interest in improving outcomes and development of employment opportunities for Aboriginal workforce. 3. High level customer service and stakeholder engagement skills with demonstrated ability to liaise with clients from diverse backgrounds. 4. Demonstrated skill in the analysis of complex issues, problem solving, formulating new approaches and implementing comprehensive change programs and improvement strategies, including the ability to develop and monitor outcomes 5. Must have experience in working with project management in review, monitoring and evaluating programs in a high paced executive environment 6. Advanced verbal and written communication skills with an ability to draft high quality correspondence and reports. 7. Excellent time management and organisation skills with attention to detail with the ability to work with minimal supervision and use initiative. 8. The role may require travelling throughout the district, NSW unrestricted drivers licence is preferred.
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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"

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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	Frequent
Standing – remaining in a standing without moving about to perform tasks	Infrequent
Walking – floor type; even/uneven/slippy, indoors/outdoors, slopes	Occasional
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	Frequent
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
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Not Applicable
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	Occasional
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Frequent
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
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.)	Frequent
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)	Constant
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	Occasional

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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	Not Applicable
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
Noise – environmental/background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting – risk of trip, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
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	Not Applicable
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)	