

## POSITION DESCRIPTION

# SCHN - Aboriginal Employment Advisor



Organisation	NSW Health
Local Health District / Agency	The Sydney Children's Hospitals Network
Position Classification	Health Mgr Lvl 2
State Award	Health Managers (State) Award
Category	Human Resources and Recruitment   Organisational Development   Performance Consultant
Website	<a href="http://www.schn.health.nsw.gov.au">www.schn.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The Aboriginal Employment Advisor (AEA) is primarily responsible for providing advice to support the recruitment, development and retention of Aboriginal employees across the network. The AEA will also engage with managers and other key stakeholders to support the strengthening and development of sustainable employment pathways.

Reporting to the Director of Aboriginal Health, the Aboriginal Employment Advisor also works closely with the Cultural Capability Educator and the People and Culture Directorate in developing and supporting teams in their readiness to build their Aboriginal workforce.

The Aboriginal Employment Advisor will be integral to the development of internal and external relationships to promote the SCHN as the employer of choice for Aboriginal and Torres Strait Islander people. They will also be integral in supporting new Aboriginal employees through the onboarding process and their employee journey.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL CRITERIA

**Vaccination Category (A or B): B**

**WWCC (Yes/No): YES**

**Work Health and Safety:**

**Non-Supervisor**

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.

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## KEY ACCOUNTABILITIES

- To advise managers on the recruitment, development and retention of Aboriginal and Torres Strait Islander employees; including ensuring positions align with the appropriate Award and Aboriginal Health development pathways.
- Liaise, consult and collaborate with key stakeholders and managers on recruitment needs of Aboriginal employees, and role development of Aboriginal employees across SCHN in accordance with the relevant NSW Health employment policy/ies (under the direction of the Director of Aboriginal Health).
- Develop and maintain effective partnerships with SCHN managers and external educational bodies to support and develop sustainable employment pathways across Nursing, Allied Health, Administration and Medical.
- Provide input into the development and coordination of Network Aboriginal Workforce strategies and plans.
- Coordinate the streamlining of the Aboriginal recruitment process and communicating this to managers and potential candidates to manage expectations.
- Promote and market the network as an employer of choice for Aboriginal and Torres Strait Islander people and advise the Aboriginal and Torres Strait Islander community of employment opportunities within the network.
- Provide support and advice to Aboriginal candidates through the recruitment process in consultation with hiring managers and the recruitment team
- Build and maintain regular contacts with external networks to promote Aboriginal vacancies within SCHN
- Participate in Aboriginal recruitment selection panels and support large bulk recruitment campaigns
- Work with line managers to ensure adequate support for new and existing Aboriginal staff and support a culturally safe working environment. Monitor and report on Aboriginal recruitment progress and data and maintain data integrity within the ROB system, Intranet and Internet
- Provide ongoing support to trainees and cadets through their employment journey within SCHN.
- Assist in coordinating engagement and culture events and activities to promote Aboriginal employment
- Develop promotional materials that will attract and retain Aboriginal employees; including the use of social media and employment advertisement platforms (eg LinkedIn) in alignment with the Network's policies.
- Build and develop relationships with key stakeholders including Aboriginal employment agencies, education institutions and NSW Health Pillars.
- Ensure the Network's policies and procedures are considered in proposing new priorities.
- Promote sound, culturally appropriate advice and support in relation to Aboriginal employment matters in accordance with policies, systems and processes.

## KEY CHALLENGES

- Ability to gain rapport and respect within the Aboriginal community in relation to employment issues.
- Demonstrating resilience and persistence in balancing the needs of competing demands within a complex, high work volume environment.
- Gaining engagement with and ownership of initiatives from stakeholders

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## KEY RELATIONSHIPS

Who	Why
Director, Aboriginal Health	Line management and oversight of position
Members of the People & Cultural Directorate	Work in collaboration in assisting to meet the strategic Aboriginal employment goals for SCHN. This is done under the direction of the Director of Aboriginal Health
Managers in the SCHN	Key internal stakeholders with responsibility and decision making accountability regarding recruitment to vacant new or existing positions
NSW Dept of Education, schools, university & VET sector and Aboriginal Community Networks	Important networks to assist with supporting Aboriginal people deciding on career pathways
NSW Ministry of Health – Aboriginal Workforce Unit	Key strategic advisors on NSW Health Aboriginal workforce policy & procedures and NSW Health workforce targets

## SELECTION CRITERIA

1. This is an identified Aboriginal position. Therefore, applicants must be of Aboriginal and/or Torres Strait Islander descent and identify and be accepted as such in their local communities. SCHN considers that being Aboriginal is a genuine occupational qualification under Section 14d of the Anti-Discrimination Act 1977 (NSW).
2. Advanced knowledge of and experience with working with Aboriginal communities and issues affecting employment opportunities.
3. Highly developed ability to liaise, consult and network with a variety of Aboriginal services and community, community organisations and councils, local businesses and employment agencies.
4. Demonstrated experience in developing plans and strategies and proven organisational skills including using own initiative and being flexible with the ability to manage resources to meet competing priorities.
5. Excellent interpersonal skills with a demonstrated track record of building, developing and maintaining effective working relationships with senior managers, service/network managers, external organisations, local councils.
6. Demonstrated advanced written communication skills, consultation and oral communication skills, and strong computer literacy (word processing, excel spread sheet and web searching skills)
7. Demonstrated high level negotiation and facilitation skills and commitment to customer service.
8. Current unrestricted NSW drivers Licence and willingness to travel within the requirements of the role.

## OTHER REQUIREMENTS

Understand and practice person centred care.

Work in partnership with consumers on improving and evaluating the delivery of services.

Actively participate in quality improvement activities.

Ensure timely and accurate reporting of near or actual, incidents or patient safety concerns.

Be familiar with SCHN Child Protection Policy and Procedures and notify any allegations of suspected child abuse and neglect in line with policies.

Adhere to all current SCHN and NSW Health policies and procedures, including the NSW Health Code of Conduct.

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### Job Demands for: SCHN - Aboriginal Employment Advisor

Physical Demands	
<b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials  Infrequent	<b>Sitting</b> - remaining in a seated position to perform tasks  Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks  Occasional	<b>Walking</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Occasional
<b>Running</b> - floor type: even/uneven/slippy, indoors/outdoors, slopes  Infrequent	<b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks  Infrequent
<b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks  Infrequent	<b>Kneeling</b> - remaining in a kneeling posture to perform tasks  Infrequent
<b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks  Infrequent	<b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery  Infrequent

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<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Occasional</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Not Applicable</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Not Applicable</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Not Applicable</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Not Applicable</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Frequent</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Frequent</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Frequent</p>	

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### Sensory Demands

<b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)  Frequent	<b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)  Frequent
<b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)  Not Applicable	<b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)  Not Applicable
<b>Touch</b> - use of touch is an integral part of work performance  Infrequent	

### Psychosocial Demands

<b>Distressed People</b> - e.g. emergency or grief situations  Not Applicable	<b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness  Not Applicable
<b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries  Not Applicable	<b>Restraining</b> - involvement in physical containment of patients/clients  Not Applicable
<b>Exposure to Distressing Situations</b> - e.g.	

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child abuse, viewing dead/mutilated bodies

Not Applicable

### Environmental Demands

**Dust** - exposure to atmospheric dust

Infrequent

**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 PPE

Not Applicable

**Hazardous Substances** - e.g. dry chemicals, glues

Infrequent

**Noise** - environmental/background noise necessitates people raise their voice to be heard

Infrequent

**Inadequate Lighting** - risk of trips, falls or eyestrain

Infrequent

**Sunlight** - risk of sunburn exists from spending more than 10 minutes per day in sunlight

Infrequent

**Extreme Temperatures** - environmental temperatures are less than 15°C or more than 35°C

Not Applicable

**Confined Spaces** - areas where only one egress (escape route) exists

Not Applicable

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<b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b>  Infrequent	<b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b>  Infrequent
<b>Working At Heights -</b> ladders/stepladders/scaffolding are required to perform tasks  Not Applicable	<b>Biological Hazards -</b> exposure to body fluids, bacteria, infectious diseases  Not Applicable