

## POSITION DESCRIPTION

<b>Position Title</b>	Head of Aboriginal Engagement	<b>Position Number</b>	184
<b>Service Area</b>	Executive Services		
<b>Remuneration</b>	Negotiated – (Common Law)	<b>Position FTE</b>	0.6 (24 hours / week)
<b>Reporting to</b>	Chief Executive Officer		
<b>Supervision of</b>	No direct supervisory responsibilities		
<i>**Note this position requires Aboriginality under section 50d of the EOC Act**</i>			Created: July 2023

### Our Vision, Mission and Values

#### Our Vision

A community where everyone has a safe and secure place to call home.

#### Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

#### Our Values

St Bart's aims to foster a culture that embraces our values, and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

- Empowerment** We create a community where everyone believes they have the ability to make a difference.
- Innovation** We foster an environment where creativity thrives.
- Commitment** We have the courage and determination to make it happen.
- Collaboration** We work together to achieve shared goals.
- Social Justice** We believe everyone has a right to equitable treatment, dignity and compassion.

### Position Overview

The Head of Aboriginal Engagement will lead the implementation of St Bart's recently adopted Reconciliation Action Plan (RAP) and is accountable for initiating and chairing the Aboriginal Advisory Group consisting of Aboriginal Elders and people from all parts of the Aboriginal Community. You will design, implement and monitor an Aboriginal Engagement Framework taking into consideration employment and retention, service design, service satisfaction, partnerships

**We're by  
your side.**



# St Bart's

and community engagement. You will provide cultural competence and confidence across the organisation, establishing and supporting a team of cultural champions.

## Key Responsibilities

- Oversee the design, development and integration of a new Aboriginal Engagement Framework that will set the standards and expectations for the organisation relating to employment and retention of Aboriginal team members, service design, partnerships and community engagement.
- Lead the implementation and measurement of the Reconciliation Action Plan (RAP) setting expectations of the team and overseeing the delivery of outcomes and outputs.
- Develop and support a Cultural Champions group of Aboriginal staff in order to support them in their work and build their capacity to advise colleagues on appropriate responses to our consumers.
- Ensure all activities relating to the Aboriginal Engagement Framework are measured and reported against in order to evidence claims of service and cultural competence excellence.
- Ensure that all service and operational policies and procedures are culturally appropriate and meet legislative and service standards requirements.
- Develop sector relationships and partnerships to enhance organisational outcomes particularly building partnerships with Aboriginal Community Controlled Organisations (ACCO's) that result in joint approach to service delivery and capacity building.
- Contribute to budget management and budget reporting.

## Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Bart's.
- Participate in St Bart's Immunisation Program in line with specific position requirements, including any pre-employment and/or ongoing immunisation as determined by St Bart's.
- Understand, comply with, and adhere to the St Bart's Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault (learning management system) requirements within set timeframes.
- Participate in, and contribute to, all St Bart's Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditations, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

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Selection Criteria	
<b>Qualifications</b>	
Tertiary qualification in a relevant discipline (Management, Human Services or Social Sciences) or equivalent.	Essential
<b>Experience</b>	
Proven leadership and management experience (ideally) in the community service sector, with at least five years senior leadership/executive experience.	Essential
Significant experience working within a range of government and non-government organisations.	Desirable
Extensive experience in building and leading advisory groups to assist in service design and organisational capacity/capability development.	Desirable
<b>Knowledge, Skills and Abilities</b>	
Good computer skills in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)	Essential
Demonstrated commitment to, and delivery of, innovation, including exceptional change management skills and abilities	Essential
Demonstrated codesign and community development knowledge and skills	Essential
Demonstrated excellent strategic, engagement and relationship partnership building skills that have resulted in formalised agreements	Essential
<b>Other</b>	
In accordance with section 50(d) of the <i>Equal Opportunity Act 1984</i> , Aboriginality is essential	Essential
A current 'C' class WA Drivers Licence	Essential
National Police Clearance (within three months of date of issue)	Essential

## Declaration

I accept the responsibilities as outlined in this position description and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

**Employee  
Name**

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**Signature**

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**Date**

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