**Position Description**

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| **Position:** | Aboriginal Workforce Business Partner | **Reports To:** | Manager, Organisational Capability |
| **Programme:** | Organisational Development  | **Location:** | Wayville |
| **Award:** | Non award | **Classification:** |   |

**Job Purpose**

The Aboriginal Workforce Business Partner will collaborate with a diverse range of stakeholders, empower teams and support to ensure BCSA initiatives, programs, products and services meet the needs of our Aboriginal workforce. This includes supporting the development of culturally appropriate Aboriginal People and Culture initiatives, training and events to ensure genuine and authentic Aboriginal content, facilitating specified Aboriginal learning and ensuring cultural integrity as outlined in our Reconciliation Action Plan (RAP).

**Responsibilities and Accountabilities**

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| 1. **Reconciliation Action Plan Implementation and Development**
* Support the development and implementation of an organisational Aboriginal workforce framework, including the Reconciliation Action Plan (RAP), associated policies, procedures, tools, and guidelines.
* Build collaborative relationships with internal stakeholders, contributing expert insight, to support missional, strategically aligned and viable business opportunities.
* Collaborate with the People and Culture Team to ensure integration of workforce needs.
* Engage with the Service Programs to identify and support learning, education and training needs and develop resources to equip staff with knowledge, skills and tools for business development.
* Draw on knowledge, internal expertise, networks and good practice approaches to manage risk and bring innovation to business development.
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| 1. **Recruitment**
* Provide strategic advice with regards to Aboriginal recruitment, retention and advancement
* Support People and Culture initiatives
* Assess the job opportunities and required qualifications
* Provide [outreach](https://www.ictinc.ca/blog/11-community-outreach-tips-for-aboriginal-recruitment)support to the recruitment team with career fairs, connecting with schools, Friendship Centres, Aboriginal Skills and Employment Training Service offices etc
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| 1. **Learning and Development**
* Prepare a comprehensive orientation program for Aboriginal employees
* Ensure that the existing, non-Indigenous workforce takes Indigenous awareness training
* Facilitating all relevant trainings to Employees, Volunteers and Student Placements.
* Assisting to review current trainings needs across the organisation for any gaps.
* Working collaboratively with relevant stakeholders to develop new trainings and workshops to enhance current service delivery including specialised programs.
* Liaising and negotiating with external training provides on provision of course delivery as required.
* Proactively review current in-house trainings to ensure they meet current legislation and department standards.
* Ensuring the delivery of training is completed in a timely and cost effective manner to benefit the organisation without compromising quality.
* Proactively gather feedback through various methods to evaluate trainings/workshops for quality assurance and provide a detailed summary to relevant stakeholders.
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| 1. **Work Health and Safety (WHS)**
* According to the WHS Act 2012, an employee must take reasonable care to protect their own health and safety, and have responsibilities to:
* Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
* Obey reasonable instructions that are designed to protect their health, safety and welfare.
* Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
* Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
* Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
* Report promptly, any hazards, incidents or injuries to their Team Leader/Manager.
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| 1. **Quality improvement**
* Participate in organisational communication and development systems such as web discussion groups, staff meetings, planning and review days and quality assurance programs.
* Adopt ‘Lean Management’ principles to ensure improvement in practices and effective use of resources in order to improve performance of corporate services.
* Work with other team members to improve service outcomes for clients and employees by effective complaint management via Riskman, stakeholder feedback and responses to service audit processes.
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| 1. **Know and apply Baptist Care SA policies and procedures**
* Demonstrated alignment to the Baptist Care SA mission and values, including the strategic plan.
* Model and foster behaviours aligned with the Code of Conduct.
* Evidence of harmonious working relationships with Baptist Care employees, volunteers and other stakeholders.
* Management of risk and ensure compliance with Workplace Health Safety to the highest standards.
* Demonstrated alignment to Child Wise Accreditation to provide and ensure a safe and nurturing environment for all clients of Baptist Care SA.
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**Essential Qualifications, Experience, Competencies:**

**Qualifications**

* Appropriate degree or diploma at AQL levels 5-8 or equivalent vocational and or industrial experience.

**Experience**

* Implementation of Aboriginal Recruitment, Retention and development Frameworks
* Aboriginal Community Engagement

**Competencies (Knowledge, skills and behaviours):**

* Aboriginality (Aboriginality is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act of 1977). Candidate should present proof of Aboriginality as part of their application.
* Proven ability to engage with Aboriginal organisations, communities and individuals to foster productive and harmonious working relationships.
* Ability to address and meet focus capabilities as stated in the Position Description.

**Specific employment requirements**

* A valid full South Australia driver’s licence (C Class)
* A valid DHS (formerly known as DCSI): Working with Children Check
* A valid National Police Check *(as applicable)*
* Training – Apply First Aid (min HLTAID003) *(as applicable)*
* Training – Child Safe Environments *(as applicable)*
* Ability to work outside of normal office hours will be required
* Travel within South Australia and interstate would be required

**Desirable attributes**

* Aligns to the Christian ethos of Baptist care SA.

**MONITORING, EVALUATION AND REVIEW**

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| Status: | Choose an item. | Control: | People & Culture |
| Signature: |  | Version: | 1.0 |
| Effective Date: |  | Review Date: |  |