



Job Description

Job Title:	Senior Advisory, Cultural Safety (designated Aboriginal and Torres Strait Islander position)
Portfolio:	Culture and Partnerships
Reports to:	Executive Manager Mission & Culture
Location:	Canberra (preferable) however South Western Sydney or regional NSW locations may be negotiable
Classification:	Full-time. Senior Manager's contract
Date:	1 November 2021

Job Purpose

The role is to ensure the Indigenous Cultural Safety training of all staff, to deliver the commitments expressed in our Reconciliation Action Plan (RAP) by guiding the RAP leadership group, to provide consultancy advice in the development of Cultural Care Plans for young people in statutory care, and to provide leadership in our respectful and purposeful engagement with Indigenous and non-Indigenous communities and networks across our geographic footprint.

The role requires strong leadership, training, skills development capability, consultancy, and facilitation.

Key Result Areas

Strategic Lead - Strategic and Financial Management

Support Anglicare's four *strategic impact areas* (early years, rural community, at risk youth, and seniors and disabilities).

Design and deliver Cultural Safety training to all staff, ongoing.

Facilitate cultural learning opportunities for staff and volunteers to enable the organisation to move from cultural awareness to cultural competence.

Lead senior management in delivering the intentions and outcomes stated in our RAP, and preparing for the development of our subsequent RAP.

Provide high-level strategic advice and consultancy to the CEO, Executive and General Managers on matters related to working with Indigenous clients, services and communities with a particular focus on family restoration and re-unification.

To have capacity to actively contribute to senior leadership groups and decision-making that effects the whole organisation, and to represent the agency in Anglicare Australia networks and other peaks, and a willingness to be developed in leadership and executive capabilities.

Ensure that Anglicare contributes to the Council of Australian Government's *Closing the Gap* National Partnership Agreement and relevant targets.

Contribute to the development and implementation of Anglicare Strategic Directions and Operational Plans.

Develop strategies to increase Anglicare's participation in events of cultural significance and the Indigenous community as appropriate.

Contribute to advocacy campaigns on behalf of Anglicare, especially with a focus on improving cultural safety within the sector.

Advise Anglicare on how it can best support Constitutional Recognition of Indigenous people.

Lead or contribute to the development of Anglicare services offered to Indigenous clients and communities, including provision of strategic advice and mentoring to managers involved in the development/operation of these services.

Identify opportunities for Anglicare to contribute to the achievement of strategic directions in relation to Indigenous inclusion, and report these to the CEO and Executive.

Provide strategic leadership to ensure Indigenous inclusion is embedded in policies, frameworks and funding applications.

Maintain an expert awareness of industry research, trends, issues and developments in relation to Indigenous wellbeing at state and national levels.

Act as an expert resource/consultant on Indigenous wellbeing within the agency.

Manage the development and delivery of strategic and operational plans (including risk assessments) and budgets for the Cultural Safety program.

Establish and report performance against Key Performance Indicators (KPIs)/ Workforce Plans. Initiate positive and corrective actions to respond to trends.

Improve data collection on Indigenous clients' access and participation with Anglicare programs across portfolio areas.

Ensure Indigenous demographic data is utilised in the planning and delivery of programs and services.

Monitor programs and services to ensure Indigenous prescribed targets in Anglicare funding agreements are achieved.

Develop and deliver strategies to increase Indigenous employment and volunteering.

Anglicare is committed to this position and its Indigenous staff. This role requires strategic leadership to implement and develop a culturally fit work place to embrace culture and learning together.

Process - Operational Management

Participate in Anglicare Executive meetings, as appropriate.

Coordinate, prioritise and implement Indigenous employment, recruitment and retention strategies, in consultation with the Executive and HR. The intention is to increase and enhance the number of indigenous staff at all levels of Anglicare.

Contribute to and monitor Anglicare's documents and publications to ensure Indigenous inclusion (internal and external).

In partnership with the Executive hold the organisational accountability with the RAP, process and service.

Our Community - People Leadership

Provide consultancy support to the Indigenous staff network across the organisation.

Provide consultancy support for those who line manage indigenous staff.

Provide a consultancy service to Anglicare managers to increase Indigenous engagement and participation across operational areas.

Problem-solve and contribute to resolution of issues in relation to advocating for Indigenous employees and clients both internally and externally as required.

Establish consultative processes to create a positive work environment.

Intentional investment as a leader of a number of part-time community engagement facilitators.

Direct Reports: part-time community engagement facilitators

Specific Job Requirements

- You will be required to travel to other Anglicare sites on a regular basis.
- You will require a current driver's licence.

- You will have a mandatory requirement to hold a valid Working with Children Check (NSW) and Working with Vulnerable People Check (ACT).
- You will have psychometric testing as a part of the recruitment.

Standard Job Requirements (all staff)

- Embrace and integrate Anglicare's Vision, Mission and Values into your role.
- Lead by example in Anglicare's conditions of employment, Code of Conduct, and other Human Resources, Work Health and Safety and organisational policies and procedures.
- Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
- Perform all allocated duties within classification and work at other Anglicare sites if required.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

Person Specification

Qualifications

- Tertiary qualifications in Aboriginal Studies, community services, adult education, or equivalent human services area.

Demonstrable Requirements / Selection Criteria

Comprehensive working knowledge of Indigenous cultural, social and community networks and relationships, including within government and non-government organisations.

Extensive life and professional experience of having worked in, with and for the Indigenous community and relevant service providers.

Experience in working with Indigenous people, families and communities and an acceptance by local people and communities.

Experience in child protection (Indigenous), family restoration and reunification, Kinship Care, community services and community development.

Proven ability to provide sound strategic advice to management, and ability to work collaboratively with staff at all levels.

Knowledge of issues relating to Indigenous service delivery and development including issues faced by clients.

Experience in the recruitment of Indigenous employees utilising various media, networks and other promotional opportunities.

Proven ability to build relationships and network with other organisations including funding bodies.

Proven ability to problem solve and advocate for Indigenous employees and clients.

Proven ability to provide consultancy advice and guidance to management on Indigenous staffing and service delivery matters.

Proven experience in leading and facilitating cultural learning opportunities across all levels of a large and diverse organisation, including delivery of cultural safety training.

Proven ability to mentor Indigenous employees and their managers to ensure positive employment outcomes.

Understanding of the range of issues faced by Indigenous staff in a mainstream organisation.

Ability to develop strategic and operational plans that consider risk assessments, budgetary requirements and organisational needs.

Proven ability to develop and manage budgets.

Highly developed skills in staff development, training, performance management and in facilitating positive working environments.

High level written communications skills including capacity to develop policy, procedures and publications, report writing and media responses as required.

High-level verbal communication skills as well as proven strengths in negotiation, collaboration, networking, lateral thinking and problem solving.

Ability to plan and implement systems that ensure a safe work environment.

Work within a team environment in accordance with Anglicare values.