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## POSITION DESCRIPTION

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### FIRST NATIONS ENGAGEMENT COORDINATOR

*(ONLY INDIGENOUS AUSTRALIANS ARE ELIGIBLE TO APPLY AS THIS POSITION IS EXEMPT UNDER THE SPECIAL MEASURE PROVISION, SECTION 12(1) OF THE EQUAL OPPORTUNITY ACT 2011 (VIC) )*

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<b>Location:</b>	Parkville
<b>Division:</b>	People and Culture
<b>Salary range</b>	\$80,000 - \$90,000 per annum depending on skills and experience
<b>Employment Type:</b>	Full-time fixed term or part time position until December 2023
<b>Position reports to:</b>	Manager, First Nations Team

## 1. POSITION SUMMARY

The First Nations Engagement Coordinator will increase and enhance opportunities for Orygen to connect with, and provide appropriate services and programs for First Nations People's of Australia. With the support of the Manager, First Nations Team, the Engagement Coordinator will lead on coordinating and implementing g Orygen's Statement of Commitment and Cultural Strengthening Plan and support initiatives to build Orygen's capacity to provide a culturally safe environment. The incumbent will work under general direction of the Manager, First Nations Team, with a degree of autonomy, and will have a depth or breadth of expertise developed through extensive relevant experience and application.

## 2. POSITION CONTEXT

As part of Orygen's commitment to First Nations, in conjunction with our First Nations Advisory Group, the First Nations Team has been formed. The team includes:

- Manager
- Strategic First Nations Development Adviser
- Engagement Coordinator
- Research Assistant and Projects Lead

The First Nations Team resides under the Chief of Staff, within the Executive Director's Office.

### 3. ABOUT ORYGEN

VISION: Young people to enjoy optimal mental health as they grow into adulthood.

MISSION: Reduce the impact of mental ill-health on young people, their families and society.

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Working side-by-side with young people, our partners and one another, we're redefining what's possible in global research, policy, education and clinical care. Find out more on our [website](#).

### 4. KEY RESPONSIBILITIES/OUTCOMES

- In collaboration with First Nations Team colleagues, work closely with the First Nations Advisory Group, Orygen Strategic Executive, and broader organisation and external partners, to develop sustainable approaches to building the cultural capacity of the organisation ensuring its operations are culturally safe and responsive.
- Keep the First Nations Advisory Group informed of activities and issues and seek their guidance where appropriate.
- Undertake the secretariat role for Orygen's Cultural Strengthening Plan Working Group meetings
- Working with the support of the Cultural Strengthening Plan Working Group, act as a central point of contact and coordination for all Cultural Strengthening Plan commitments by working with each person/department responsible for actions and deliverables.
- Organise a program of activities to promote cultural awareness and provide advice and support for significant cultural events
- Provide a trusted voice to the First Nations Community ensuring that Orygen's services are responsive to the views and needs of the Community.
- Provide advice and direction on Indigenous programs, partnerships, and activities to ensure they are culturally appropriate and inclusive of First Nations People, e.g. Advising on appropriate welcome to country and protocols.
- Provide guidance and support for staff and students to ensure Orygen's policies, procedures, systems, processes and service design and delivery support appropriate engagement with First Nations People.
- Work with the First Nations Team and Chief of Staff, prepare regular communication updates as required.
- Support staff to create networks with First Nations communities, partnering with the business to provide relevant advice.

### 5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

#### 5.1 Essential

- Established relationships with First Nations Communities.
- ~~Extensive~~ Experience with implementing a Statement of Commitment, or Reconciliation Action Plan or similar.
- Strong interpersonal and verbal communication skills with the ability to relate effectively with a range of internal and external stakeholders.
- Demonstrated ability to work independently and as part of a team.
- Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups.
- Demonstrated ability to be flexible and adaptable in a changing environment.
- Ability to work autonomously with considerable independence.
- High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work to meet deadlines.
- Highly developed interpersonal skills with the ability to liaise and work effectively with a range on internal and external stakeholders.

- High level problem solving skills with the ability to exercise judgement and initiative while maintaining commitment to achieving outcomes.
- Demonstrated problem solving/analytical skills with the ability to deliver creative solutions.

## 6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Knowledge or training equivalent to proven experience with implementing a Statement of Commitment, or Reconciliation Action Plan or similar.
- Generate and use a level of theoretical and applied knowledge to perform work assignments guided by policy, precedent, professional standards and technical expertise.

## 7. SPECIAL REQUIREMENTS

- A current Victorian driver's licence.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Orygen's Occupational Health and Safety policy.
- All Orygen employees are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.
- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a current satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- You may be required to travel interstate or intrastate on occasion.
- Evening and weekend work may be required.