

Position description

Title of the role:	First Nations Workforce Lead (Identified Role)
Classification:	SCHADS Level 6
Schedule:	B
FTE:	0.8-1.0
Program Area:	People & Culture
Location:	Open
Reports to:	National Manager, Organisational and Workforce Development
Last Revised:	October 2025

About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

Our Values

Honesty:

We are open and sincere in all interactions
We show compassion and consideration to all our stakeholders
We take responsibility for our actions

Acceptance

We champion and respect all voices and choices
We accept people no matter how complex their needs
We see the person, the family and the community

Fairness:

We believe everyone has the right to equal opportunities
We challenge social injustice and advocate for change
We collaborate to solve problems

Commitment:

We are committed to our work and we won't give up
We have the courage to make decisions and are accountable for our actions
We dare to go down new roads and challenge accepted wisdom

Participation:

We promote participation and transform lives and communities
We value the expertise and contribution of everyone we work with
We build knowledge and lead conversations

Our approach to service delivery

Our recovery services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

Position Summary

The First Nations Workforce Lead will drive and support organisation wide reconciliation activities that support a culturally safe organisation. They will lead relevant committees and communities of practice as well as supporting leaders with local actions and practice designed to create inclusive cultures. They will support leaders to create community connections and provide leaders and teams with cultural support as required.

The role guides and helps shape First Nations' employee experience at Wellways. This will be achieved through leading workforce initiatives at every element of the employee experience and lifecycle including recruitment, induction, performance, learning, development and career, as well as cultural supervision practices.

The role entails extensive network and relationship building with internal and external stakeholders and agencies, monitoring and tracking progression against agreed targets, priorities, projects and practices. The role requires a mixture of strategic thinking and operations.

Refer to **Attachment 1** for a reference to the overall Wellways organisation structure.

Responsibilities

Key Deliverables	Key Performance Indicators
Reconciliation and Cultural Safety	• Develop frameworks, procedures and processes that drive and support high cultural safety within the organisation • Support cultural supervision activities and access as appropriate • Support leaders in creating culturally safe work environments • Lead Wellways Reconciliation Action Plan (RAP) to meet key deliverables and measure their effectiveness under the RAP plan • Ensure timely reporting is delivered against Wellways RAP • Prepare reports and briefs for executive, governing bodies and other audiences as required • Work closely with the Communications team to socialise and celebrate achievements aligned to the RAP
First Nations Workforce Experience	• Lead the Reconciliation Working Group • Lead First Nations Caucus meetings • Lead the yearly First Nations summit for First Nations team members and allies • Lead the development of a First Nations employment strategy • Identify and implement ways to enhance First Nations employee experience at Wellways • Support leaders skills in delivering a great recruitment experience for First Nations people • Identify and initiate development opportunities and pathways for First Nations employees • Support the design of appropriate First Nations led training programs • Facilitate First Nations training programs

	Support regions and programs with local led activities and practice that help drive recruitment and retention targets of First Nations employees
Improving Service Quality and Community Engagement & Partnerships	- Develop and monitor targeted strategies to improve access and participation of Aboriginal and Torres Strait Islander people in Wellways' services and programs - Support teams to develop meaningful partnerships with Aboriginal and Torres Strait Islander organisations and communities in local areas - Support teams to engage Aboriginal and Torres Strait Islander people in participation and co-production activities - Develop relationships with key external organisations, regions and communities to learn about, strengthen and support ways in which Aboriginal and Torres Strait Islander can be developed at Wellways - Support leaders to ensure Wellways partnerships with First Nations organisations are appropriate and strengthened - Support key organisational events aligned to reconciliation, diversity and inclusion - Act as a point of contact for leaders and support them in providing appropriate cultural support to their teams
Stakeholder Engagement	- Maintain positive relationships with strategic internal and external stakeholders, including Aboriginal Community controlled organisations/partners/collobrators (including Reconciliation Australia, Supply Nation) - Ensure effective communication and follow up with all stakeholders, employees and other parties - Develop sound knowledge and understanding of stakeholders and their needs and effectively and actively managing these relationships
Leadership and Management	- Lead, manage and support the RAP Administrator to success in their role - Provide vision, supervision and direction that aligns and supports the RAP Administrator role to deliver on the RAP commitments - Develop key outcomes and deliverables within the reconciliation space that both the RAP Administrator and First Nations Workforce Lead will work toward

Qualifications & Essential Requirements	- Identify as First Nations and be accepted by their community, and be able to provide documentation confirming Aboriginality or Torres Strait Islander heritage, if required. - Relevant experience and/ or qualifications in working with Aboriginal and Torres Strait Island communities - Current valid Driver's License and the ability to undertake some travel - Appropriate IT skills
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	• Satisfactory Police Records Check • Satisfactory Working with Children Check (or equivalent) • NDIS Workers Screening Check • Right to Work within Australia • NDIS Orientation Module Certificate – free online course
Technical Knowledge and Experience	• Strong working knowledge and understanding of reconciliation action • Strong understanding of ways to develop a culture of belonging and inclusion, ensuring First Nations employees experience connection within Wellways • Ability to influence key stakeholders and leaders to participate and engage in reconciliation, diversity and inclusion activities • Strong project management skills that enable continual progression, monitoring and reporting aligned to reconciliation and cultural safety • Ability to facilitate group settings and provide input into learning programs and/or information sessions that set people up to engage in our reconciliation action plan and/or other diversity, inclusion and cultural safe activities • Strong administration skills that ensure all work, activities and projects are well planned with strong attention to detail to generate timely and accurate reports • A service oriented mindset that seeks to understand underlying challenges and requests and works actively to generate timely and appropriate solutions • Very strong communication and interpersonal skills that lead to healthy, respectful and sustainable relationships Desirable: • Prior experience working within the Mental Health industry or community based organisation
Skills	Communication • Effective communication skills, verbal and written Interpersonal • An understanding of and commitment to organisational values • Facilitation skills and experience including the ability to provide support and resolve conflict. • Strong skills in developing and maintaining relationships with staff and other key stakeholders.

	• Able to see things from others point of view and confirm understanding of that point of view. • Able to express personal views in a constructive and diplomatic manner. • Able to reflect on how one's own emotions and their impact on others. Information Technology • Familiar in Microsoft Office Suite Problem Solving & Quality of Thinking • Ability to think outside the square to generate solutions to challenging and complex situations • Ability to create frameworks, strategies, resources and plans that are relevant and useful for leaders and teams Networking • Ability to create meaningful and sustainable relationships based on trust and respect • Ability to create connections with a diverse range of stakeholders, leaders and team members and people
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Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: 1

Travel Percentage: As required

On Call: n/a

Attachment 1

