

RUAH COMMUNITY SERVICES POSITION DESCRIPTION

Business Entity	Ruah Community Services
Position Title	Specialist - Aboriginal and Torres Strait Islander Engagement and Employment
Division - Department	Corporate Services - People & Culture
Position Classification	Level 7
Reporting to	Executive Manager Diversity, Equity & Inclusion
Supervision of	Nil
Effective date	19 January 2026

Guided by our Vision, Mission and Values

Vision	Flourishing communities through the active participation and wellbeing of people with complex needs.
Mission	Empowering vulnerable and disadvantaged people to create meaningful change in their lives through provision of quality services.
Values	Respect, Integrity, Connection, Quality, Hope.

Diversity Statement

Everyone regardless of ability, age, culture, gender, race, sexual identity or intersex status are free to be themselves. Free to celebrate our differences. We are building a workplace where difference is embraced and encouraged.

Safeguarding Children & Young People Statement

Ruah has a zero tolerance against child abuse and are committed to the safety and wellbeing of children and young people, and their right to feel safe and be safe across all areas of our organisation.

We have a responsibility to understand the important and specific role we play, individually and collectively, to ensure that the wellbeing and safety of children and young people is at the forefront of every decision we make.

Position Intention

Ruah has a proud history of commitment to Reconciliation. The relationships we hold and continue to build with Aboriginal and Torres Strait Islander peoples is critical to serving our clients and growing the number of -Aboriginal and Torres Strait Islander employees at Ruah.

The position is dedicated to advancing Ruah’s commitment to Reconciliation by strengthening relationships with peoples, enhancing culture safety, and driving sustainable Aboriginal and Torres Strait Islanders employment outcomes.

Everyone, regardless of ability, age, culture, gender, race, sexual identity, or intersex status are free to be themselves. Free to celebrate our differences. We are building a workplace where difference is embraced and encouraged.

This position is responsible for leading initiatives to attract, retain and support Aboriginal and Torres Strait Islander staff across Ruah provides cultural advice and consultation across People & Culture functions, and partners with internal stakeholders to embed cultural knowledge and understanding into organisational practices. Through this work, the position plays a critical role in ensuring Ruah is culturally safe, inclusive, and respectful workplace that supports the success and wellbeing of Aboriginal and Torres Strait Islander employees and contributes to our Reconciliation Action Plan objectives.

This Specialist Aboriginal and Torres Strait Islander Engagement and Employment will work closely with People & Culture Partnering team on any employee relation matters that arise with Aboriginal and Torres Strait Islander staff. This role will lead cultural training across the organisation, and provide cultural supervision, mentoring, and yarning sessions for staff.

Key tasks, objectives, and responsibilities

<p>Mission and Values</p>	<ul style="list-style-type: none"> Actively promoting and demonstrating behaviours and conduct that champions Ruah’s values and commitment to ethical practice on behalf of clients. Maintain confidentiality in accordance with Ruah policies. Ensure adherence across service area to policies and procedures.
<p>People & Culture</p>	<ul style="list-style-type: none"> Working closely with the -Head of People & Culture and the wider People & Culture team, evaluates and improves Ruah employment practices and employee experiences with a cultural lens. Develop and drive initiatives and opportunities for Aboriginal and Torres Strait Islander employment and development including career pathways. Play an active role in the retention of Aboriginal and Torres Strait Islander staff, advising and developing leaders on Aboriginal and Torres Strait Islander staff retention. Leads and implement Aboriginal and Torres Strait Islander recruitment strategies that identify talent and attract Aboriginal and Torres Strait Islander people into Ruah at all levels. Develops and implements a framework for the cultural supervision of Aboriginal and Torres Strait Islander staff across the entire organisation. Review cultural competency training for all staff, developing new modules or programs of cultural training where needed. Develop tools, resources, and training to support increasing cultural capacity and capability across Ruah. Consult, advise on, and participate in employee relations activities to support culturally sensitive and inclusive practices. Take an active role in tender assessment and development where needed or appropriate. Maintain a high degree of confidentiality as part of the People & Culture team. Develop reports and/or papers from time to time for the Head of People & Culture or relevant working group/committee. Provide leadership and insight to People & Culture operational planning and service strategy, delivering on those plans and strategies as part of the leadership team. In collaboration with Ruah’s RAP Working Group and the People & Culture team, leads the implementation of commitments and objectives.

Everyone, regardless of ability, age, culture, gender, race, sexual identity, or intersex status are free to be themselves. Free to celebrate our differences. We are building a workplace where difference is embraced and encouraged.

	<ul style="list-style-type: none"> Maintain financial (budgetary) oversight on cultural programs and expenditure as relate to People & Culture.
Cultural Advice and Consulting	<ul style="list-style-type: none"> Actively supports a culturally safe work environment for all staff. Provide a service across Ruah, that offers cultural advice, consulting, coaching, recommendations on actions and approaches in the interests of progressive cultural relations. Proactively provides peer-level consultative support to Team and Service Leads on staff cultural matters. Create and facilitates relationships with Aboriginal and Torres Strait Islander staff and external Aboriginal and Torres Strait Islander stakeholders. Provide cultural input and direction to support employee outcomes, including for the continual improvement of Ruah’s people framework (policies, work instructions etc). Provide leadership and guidance to others in cultural advisory roles or capacities. Role models cultural and professional behaviours. Lead, participate in, and provide consultation/advice on cultural supervision where appropriate to empower the cultural supervision framework.
Stakeholder Engagement	<ul style="list-style-type: none"> Develop and maintain respectful and responsive relationships with relevant agencies. Ensure the reporting requirements of stakeholder interests are delivered internally in a timely and effective manner. Contribute to the assessment of existing stakeholder engagement strategies.
Communication	<ul style="list-style-type: none"> Ensure effective two-way communication with senior management. Ensure effective two-way communication with direct reports. Provide opportunities for staff to actively participate in and engage with decisions that impact the service area.
Financial Management and Reporting	<ul style="list-style-type: none"> Deliver timely reports on achievements, outcomes, KPIs and risks. Ensure data required for funding bodies is available when required. Report on outcomes against quality and financial indicators.
Quality and Risk Management	<ul style="list-style-type: none"> Deliver services within the program area in accordance with accreditation requirements and service agreements. Report on operational practice to identify issues relevant to the achievement of Model of Care outcomes. Identify and report on risk issues to the Service Lead in accordance with Ruah procedures.
Safety, Security and Other Duties	<ul style="list-style-type: none"> Work in a way that demonstrates and promotes positive health and safety. Be accountable for protecting Ruah and client information security and privacy. Share enthusiasm for and be involved with initiatives that build teams and add to the Ruah community. This role, like all others within the community of Ruah, will undertake any other duties as required.

	<ul style="list-style-type: none"> Report any suspicions, concerns, allegations, or disclosures of alleged abuse and neglect, by personnel as well as external individuals to management in line with Ruah’s Children and Young People Reporting Policy and Procedure.
--	---

Selection criteria

Under Section 50D of the Equal Opportunity Act 1984, Aboriginality is a genuine requirement for this position.

It is expected that the successful applicant will be able to demonstrate the following:

Essential

- Demonstrated leadership and management experience within in human resources and/or learning and development, or related field, with a strong commitment to driving positive changes and improving employment outcomes.
- Knowledge of employment practices (recruitment, employee relations, performance development, etc), and training and development, including the design, development and delivery and embedding of Aboriginal and Torres Strait Islander cultural awareness programs aligned to operational and strategic objectives.
- Highly developed cultural capability with an ability to foster culturally safe workplaces, apply trauma-informed approaches and support initiatives for improving client outcomes.
- Exceptional communication and influencing skills, with the ability to engage and inspire through written communication public speaking, with highly developed interpersonal skills
- Demonstrated applied knowledge and experience across the areas of data analysis, risk management, financial management, including an ability to prepare budgets, business plans and funding submissions.
- Collaborative and adaptable approach, able to work independently while building strong partnerships with colleagues and stakeholders to share insights, drive innovations that are sustainable.

Desirable

- Demonstrate knowledge and understanding of diversity and social inclusion- including gender, sexuality, disability, cultural, age, and linguistic diversity as well as Aboriginal and Torres Strait Islander culture.

Required compliance documents or certificates

- Current drivers’ license (travel to Ruah offices is an inherit job requirement)
- National Police Certificate
- International Police Clearance Certificate, if required