

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager, First Nations Cultural Safety and Workforce Development
<b>Award Classification:</b>	Grade 4
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health & Allied Services, Managers & Administrative Workers) 2020 - 2024
<b>Position Reports to:</b>	Director First Nations Health

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## 1. POSITION PURPOSE

Eastern Health is committed to providing a welcoming environment, culturally safe care and closing the health gap between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians in the Eastern metropolitan region of Melbourne.

The Manager, Cultural Safety and Workforce will lead initiatives to enhance cultural safety, increase Aboriginal employment and careers, and expand professional development opportunities. The successful applicant will support the delivery of Eastern Health's Innovate Reconciliation Action Plan (2024-2026), Aboriginal Employment Plan and Cultural Safety Plan, ensuring that cultural safety and workforce diversity are integrated into all levels of the organisation.

The position plays a key role in fostering understanding, respect and recognition of First Nations cultures, histories, knowledge and rights. It will also help create a positive and supportive environment for Aboriginal Employees at Eastern Health, contributing to meaningful and lasting change for communities.

## MAJOR DUTIES AND/OR RESPONSIBILITIES

### Cultural Safety Leadership

- Implement and deliver the actions of the Aboriginal Health Cultural Safety Plan through governance structures and working groups
- Assess the current state of cultural safety through the implementation of a Cultural Safety Framework Reflection Tool and develop plans to address identified gaps.
- Co-design and implement improvements in cultural safety in collaboration with key stakeholders.
- Develop and implement a robust, sustainable cultural safety learning and education plan including ongoing cultural immersion opportunities for staff and leaders.
- Collaborate with the Learning and Teaching Directorate to embed First Nations-focused activities in interprofessional education.
- Provide cultural advice and guidance for interprofessional learning and training programs.

### Aboriginal Workforce Development

- Drive the implementation of the Aboriginal Workforce Plan.
- Promote awareness of Aboriginal employment opportunities and align Aboriginal employment strategies with Eastern Health's strategic priorities.
- Develop and lead initiatives that support the recruitment, retention, and career development of Aboriginal employees.
- Identify and develop talent pipeline and opportunities through the establishment of graduate programs, traineeships or equivalent.
- Facilitate partnerships and build relationships with local Aboriginal communities, universities, employment networks, education providers, and government agencies.
- Coordinate the Aboriginal Employment Advisory working group, supporting the development of training and professional development opportunities for Aboriginal employees.
- Lead initiatives to identify and support career progression and training opportunities for Aboriginal employees.
- Provide support to hiring managers to ensure effective Aboriginal recruitment and retention strategies are in place.

## **Project Management and Stakeholder Engagement**

- Lead and coordinate projects related to cultural safety and Aboriginal employment, ensuring they are effectively scoped, developed, and delivered.
- Engage with internal and external stakeholders to ensure that cultural safety and Aboriginal workforce initiatives are supported and successfully implemented.
- Prepare regular reports on programs of work accountable to the community and Eastern Health's governing committees
- Use initiative to engage, negotiate, and positively influence stakeholders to achieve desired outcomes.
- Undertake other tasks and duties as required by the Director of First Nations Health.

## **2. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

## **3. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **4. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of

adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## 6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_